CMS LITE

User Manual

IT SEC®

...environmental friendly IT solutions

web content management

A Guide to Self-reliance and Empowerment

Document Name

User Manual for CMS

Document Type

Basic

CMS Browser Compatibility

Internet Explorer 7

Google Chrome

Proprietary & Confidential

Sections Covered

1. How to Login?
2. Your Control panel
3. Updating Existing Web Pages

    3.1) How To Add/Update Content?
    3.2) How to Update an Image?
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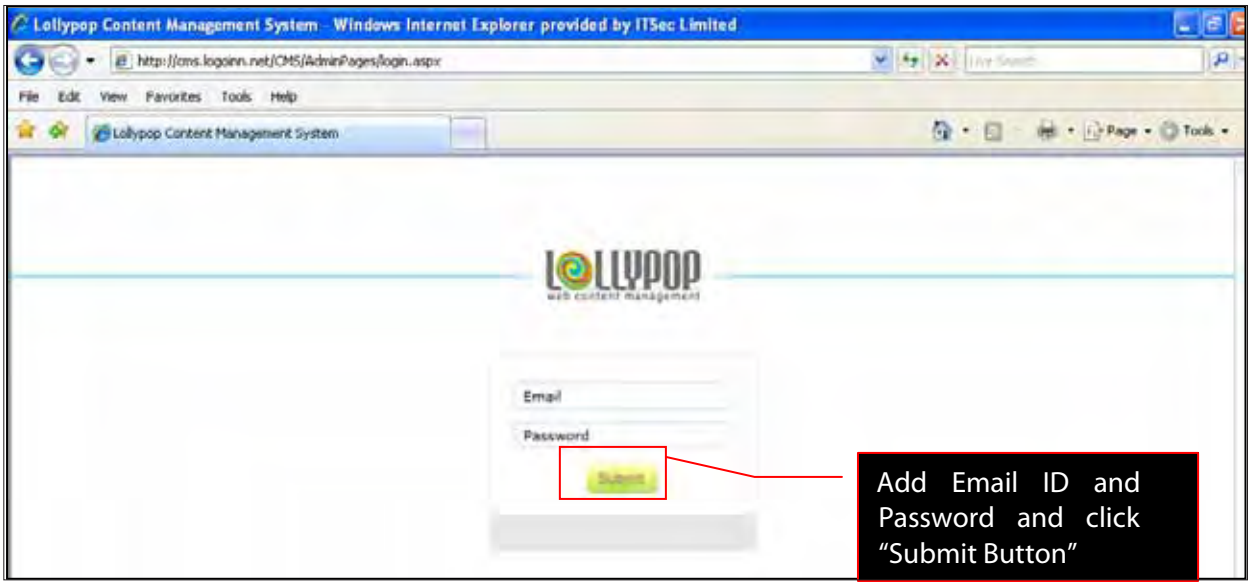
    3.3) How to Insert Hyperlink?
    3.4) How to Update Meta (Page Title, Page Description and Page Keywords)?
    3.5) How to Upload a file/Document?
    3.6) How to Delete a Web page?

4. Updating Existing Forms on Your Website
5. How to Change Email Setting?
6. How to Embed YouTube Video?
7. How to Link Your Website to Facebook?

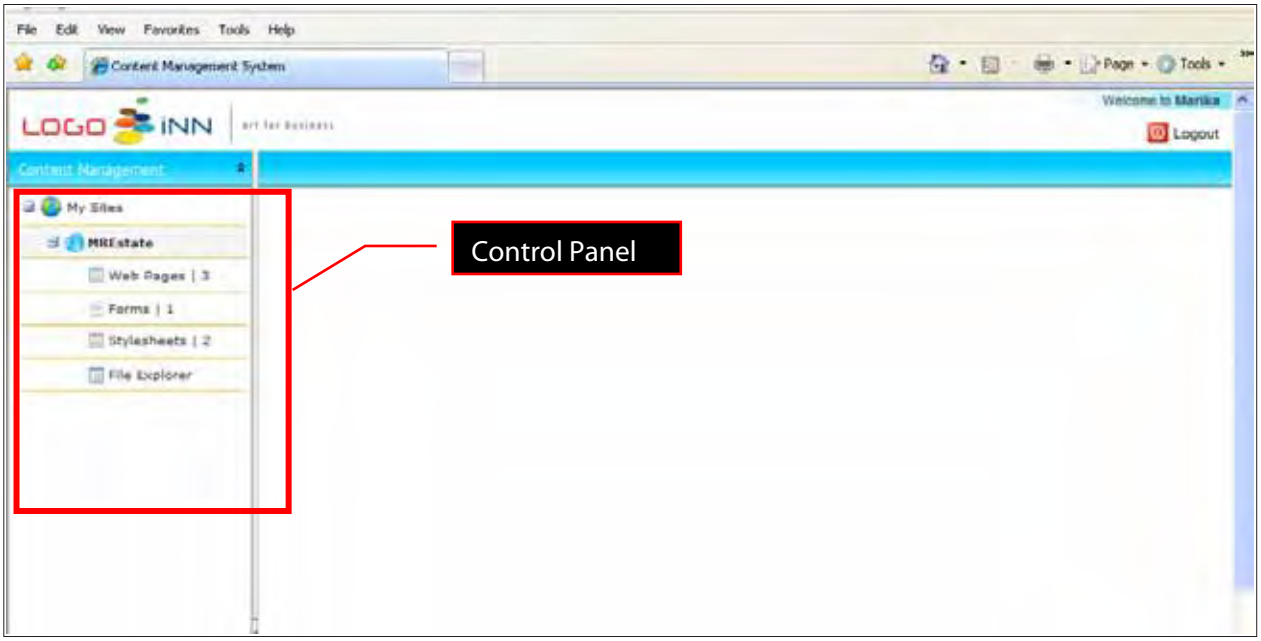
Note: CMS is incompatible for Google Analytics and Additional Meta Tags. If you want to get them added, contact us and we'll do it for your website.

1.How to Login?

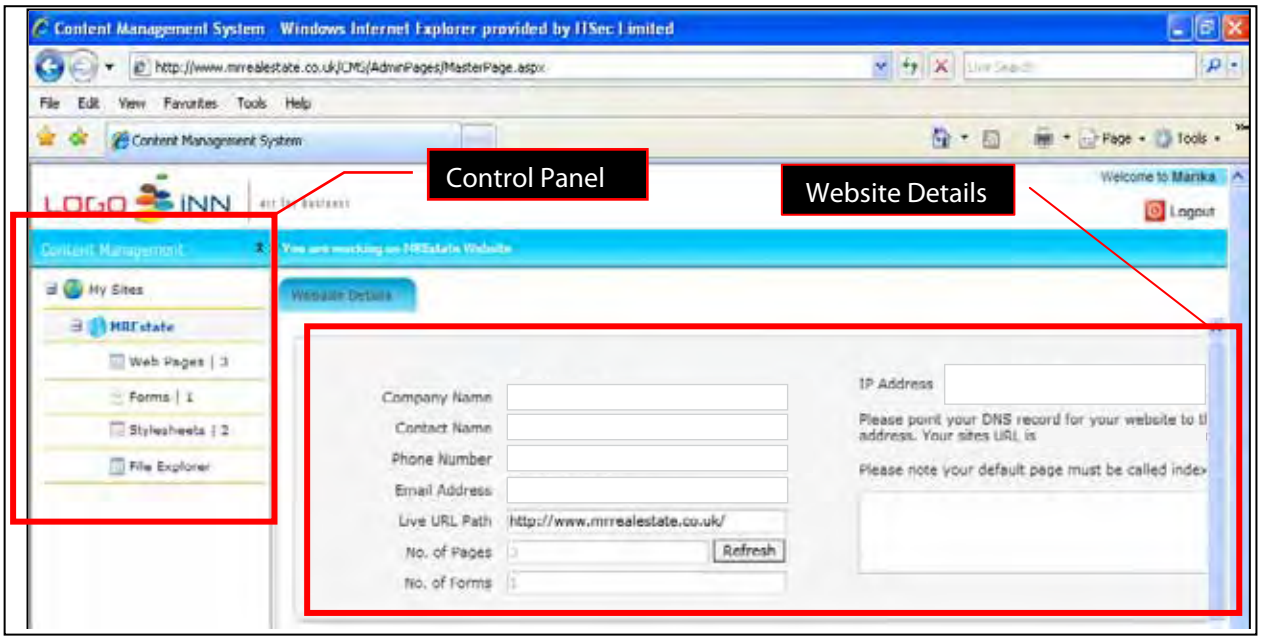
i) The URL: http://www.test.com/CMS/ will take you directly to Login screen. The screen has two fields: Email and Password. Please add your Email ID (example:abc@eitsec.co.uk) and password: “testtest”; click on the submit button and you’ll be taken to the CMS.


Lollypop Content Management System - Windows Internet Explorer provided by ITSec Limited
Email
Password
Add Email ID and Password and click “Submit Button”

ii) After Logging in, you’ll be taken to the following screen. On the left hand side, you have your control panel.

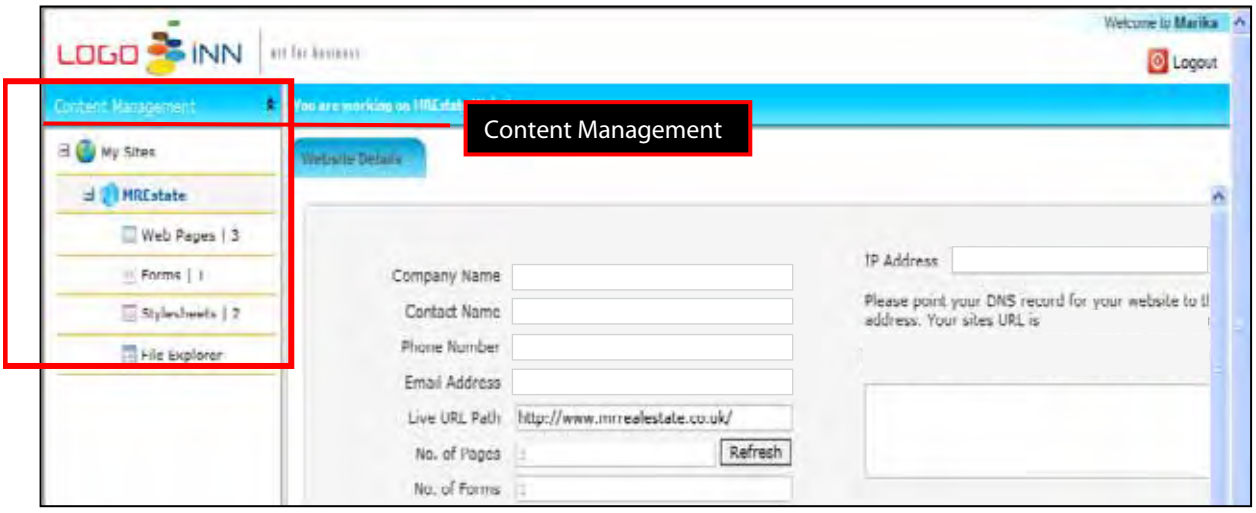


iii) Click on your organization's name (left hand side); details of your website will be displayed on the right hand side.



2.Control Panel

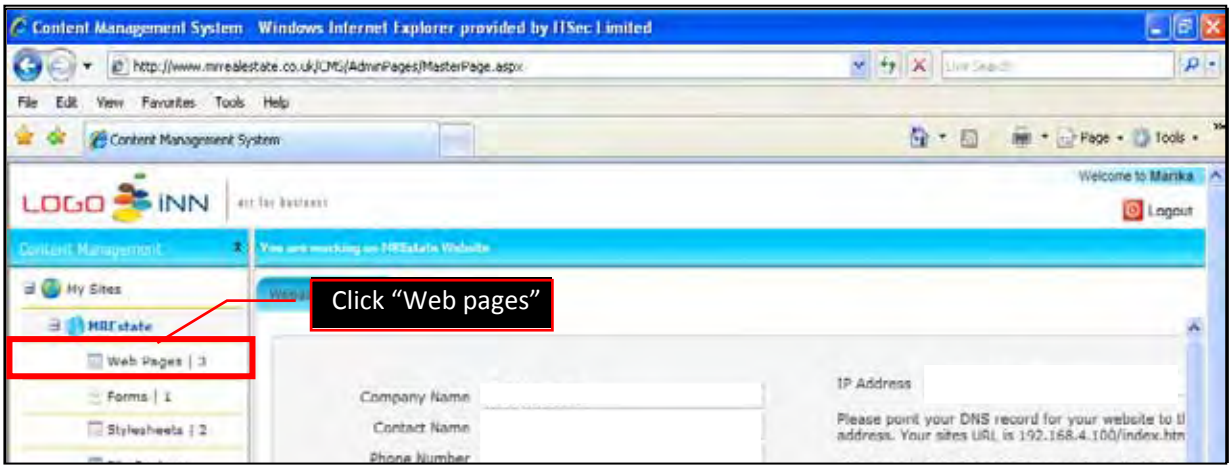
Your control Panel comprises of all the major functionalities of the system. It has a description "Content Management." Content Management Menu has a sub category "My Site." It contains four sub sections: Web pages, Forms, Stylesheets and File Explorer. By clicking on any of these sections, you'll be taken to its related screen.



3.Updating Existing Web Pages

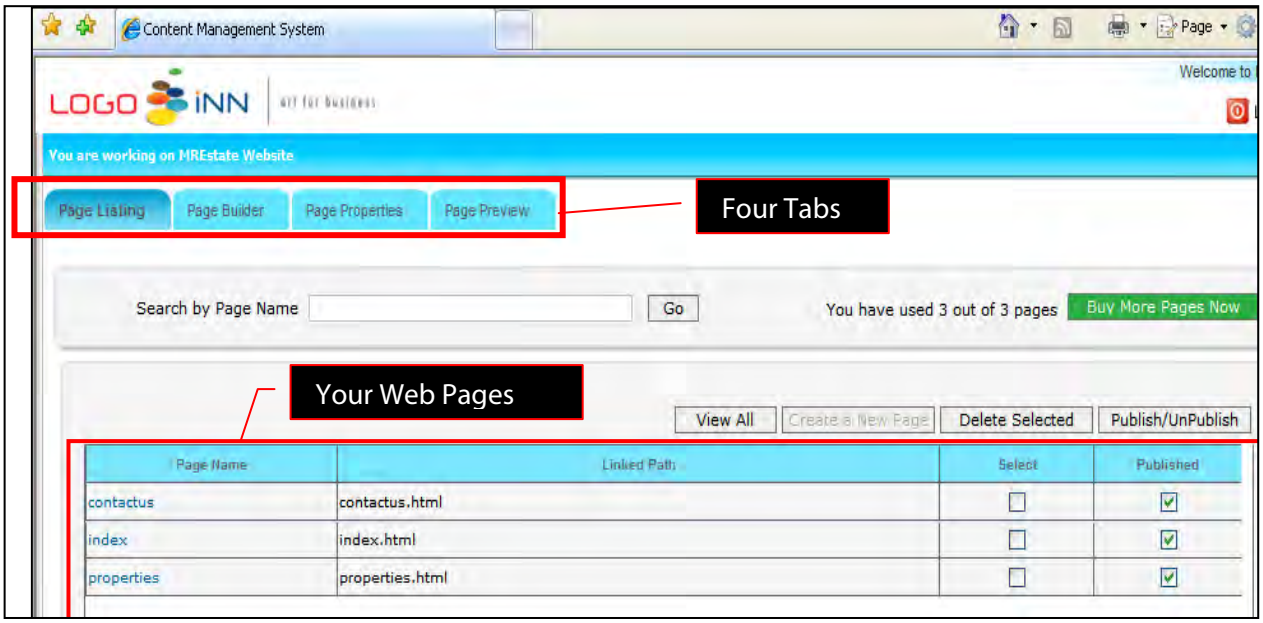
a) Using Content Management Menu, you can update content, images, hyperlink or other related features of your website. To update any of the web pages:

Click on the sub section “Web Pages.”

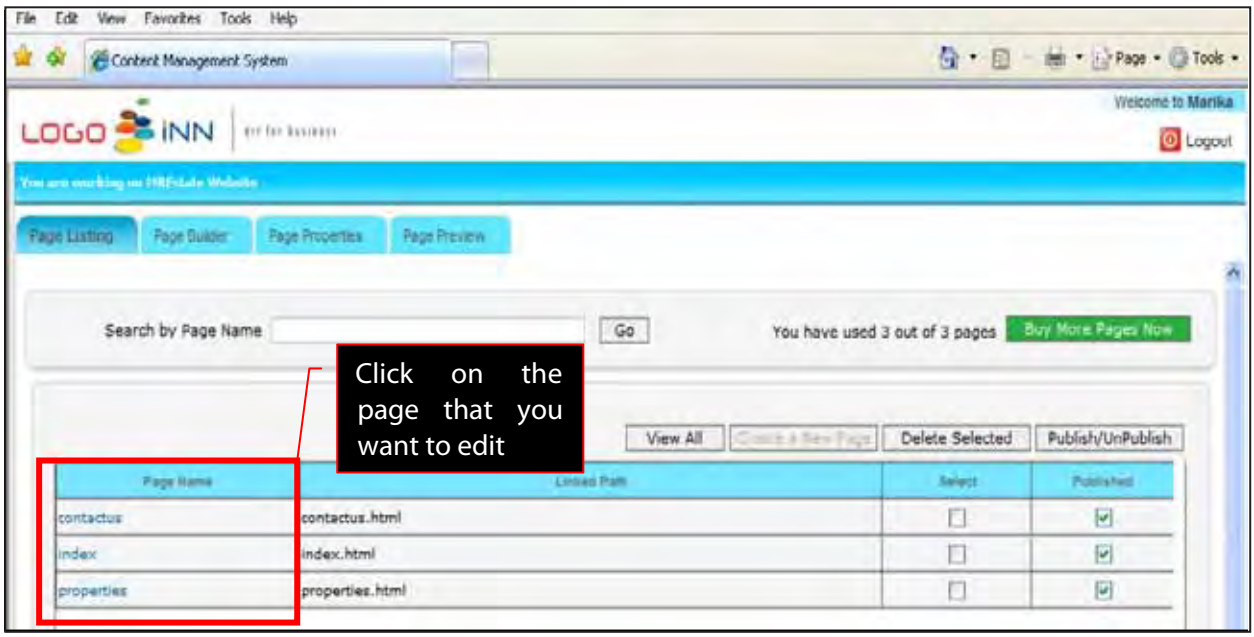


b) A screen will appear that has all the pages of your website listed. This screen shows four tabs on upper left corner:

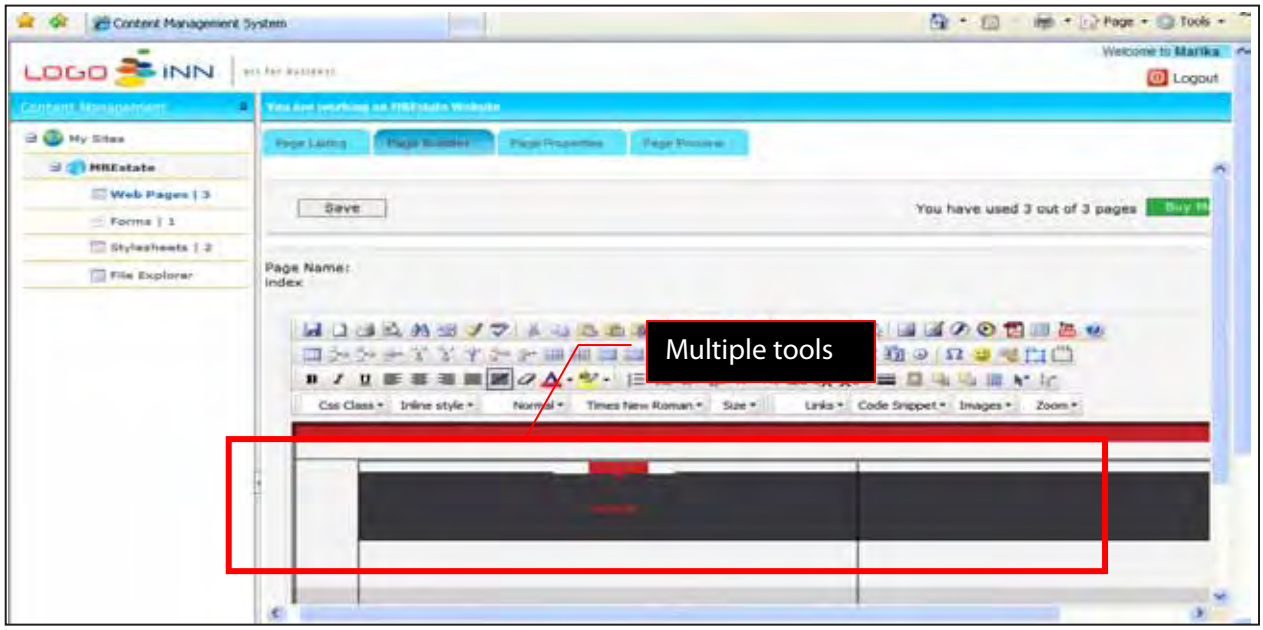
Pages	Functions
Page Listing	Contains a list of all your web pages
Page Builder	Helps you edit images, content, hyperlink and other features of your web page
Page Properties	It contains details like page name, title, description, keywords, page folder name, CSS file and document path
Page Preview	It shows preview of the selected page



c) Click on the page that you want to edit.



d) It will take you to the "page builder" tab for the chosen page. Here, you can add your content, images and links of the page. Top of the page contains multiple tools; each for a specific function.



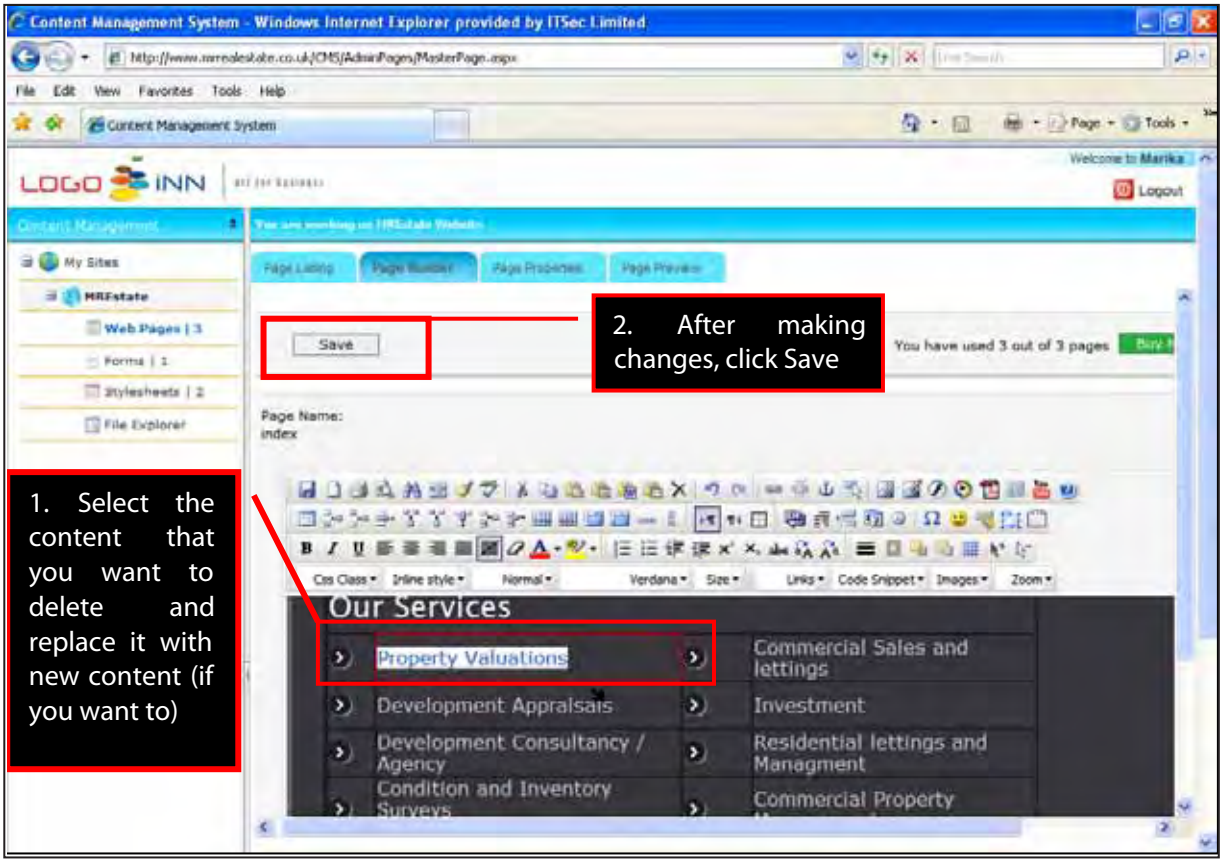
3.1) How to Add/Update Content?

a) To add content to the page, select the page that you want to edit from “Page Listing;” you’ll be taken to “Page Builder Tab” for the following page.

You can either work on frontend or backend. Both methods are explained below:

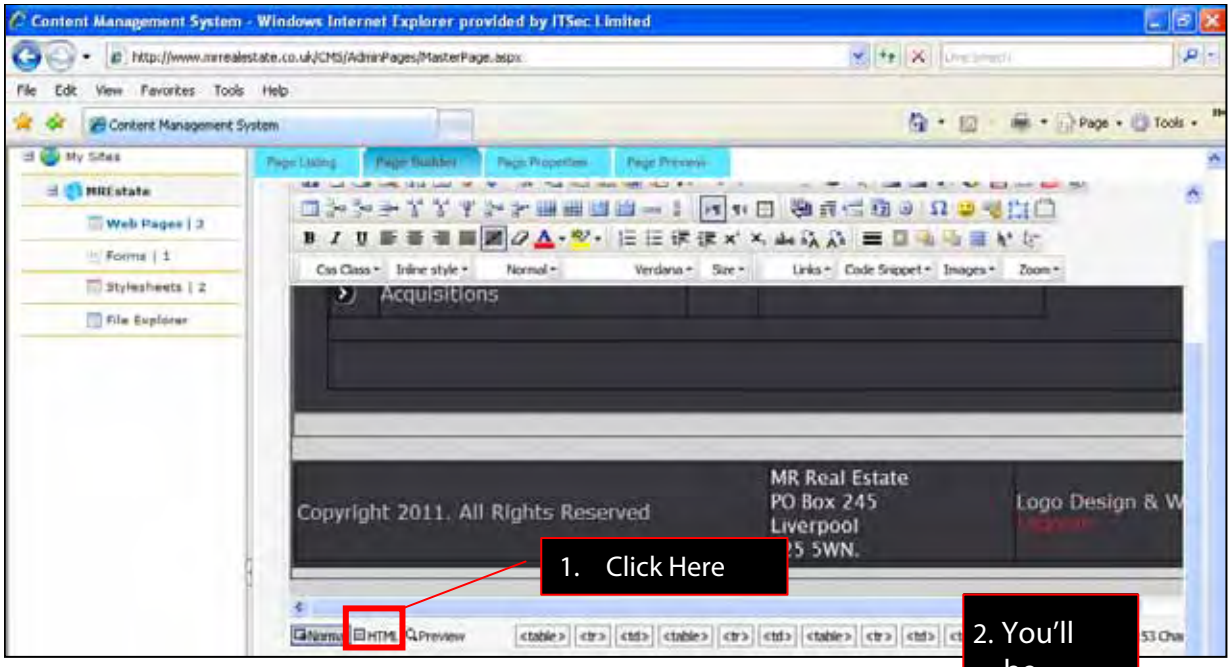
Method: 01 (Frontend)

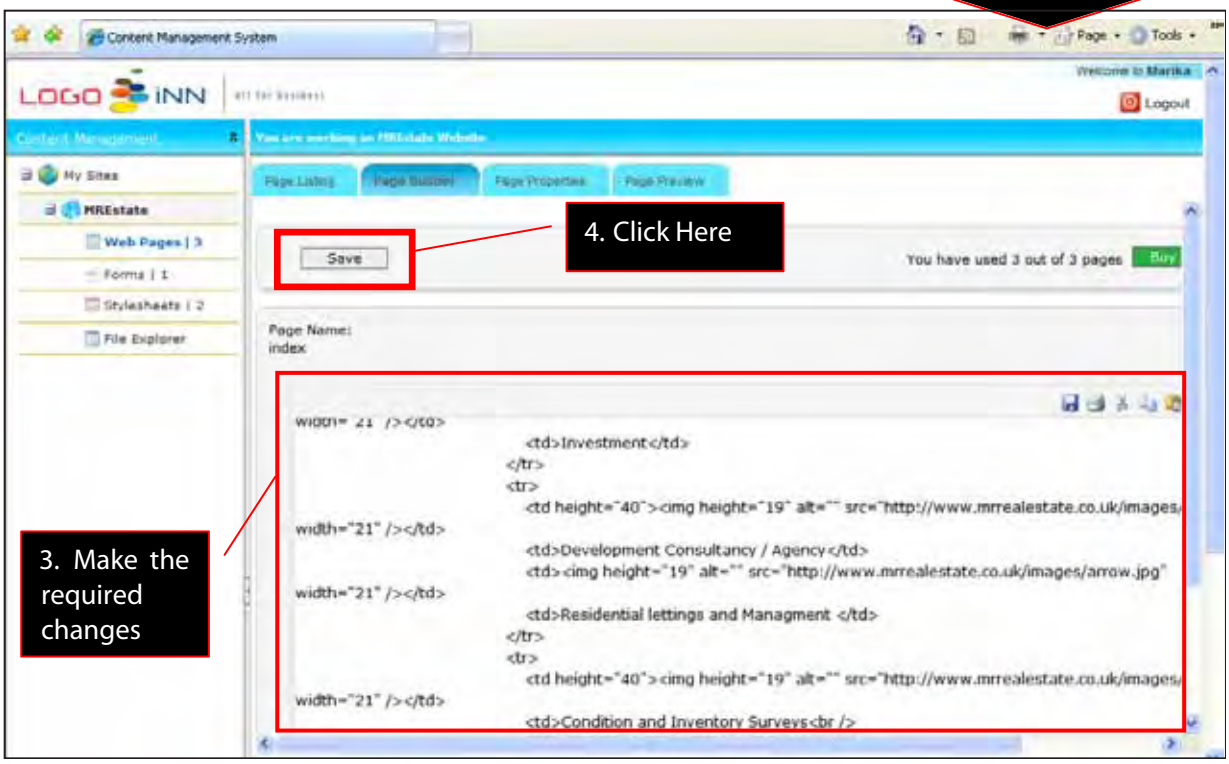
Select the page on which you want to edit content from “Page Listing Tab,” you’ll be taken to the “Page Builder Tab” (as shown above). The page builder tab displays your existing web page that you want to amend. Simply add or remove the content on it and click on the “save” button and then click “ok.”


Content Management System - Windows Internet Explorer provided by ITSec Limited
Save
2. After making changes, click Save
1. Select the content that you want to delete and replace it with new content (if you want to)
Our Services
Property Valuations
Commercial Sales and lettings
Development Appraisals
Investment
Development Consultancy / Agency
Residential lettings and Managment
Condition and Inventory Surveys
Commercial Property

Method 02: (Backend)

On the same page builder screen (as in Method 01), there is “HTML” tab at the bottom left. Click on this tab and you’ll be taken to the backend script of the page. Make the required changes in the content and click on “save” button.


Content Management System - Windows Internet Explorer provided by ITSec Limited
Acquisitions
Copyright 2011. All Rights Reserved
MR Real Estate
PO Box 245
Liverpool
1. Click Here
2. You’ll be taken to:

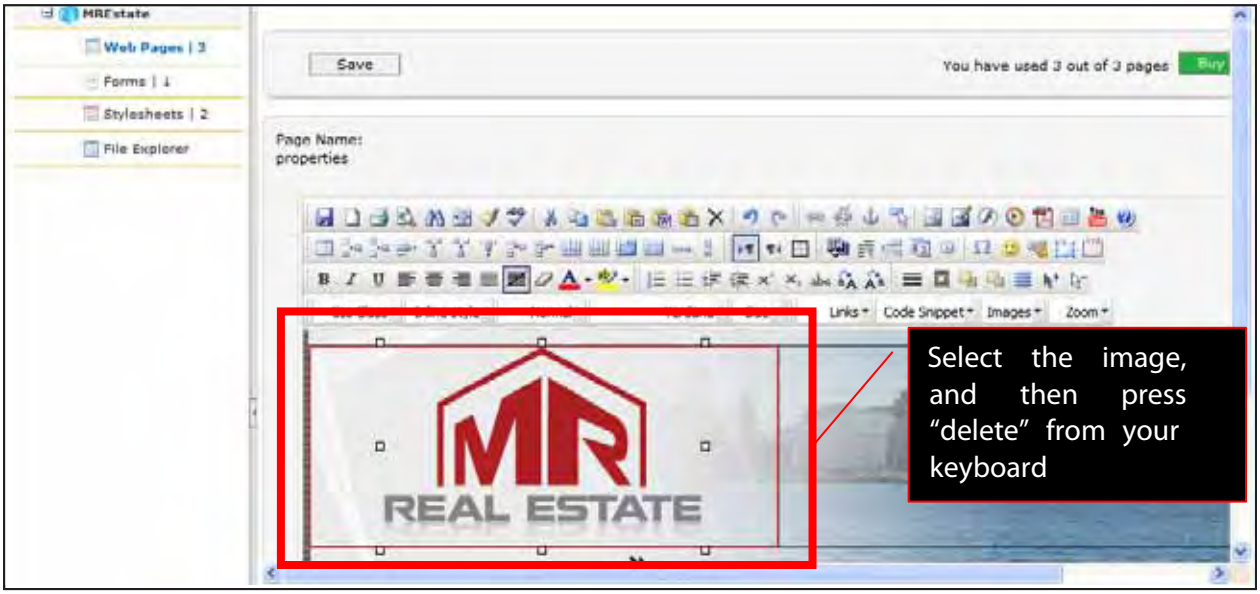


3. Make the required changes

3.2) How to Update an Image?

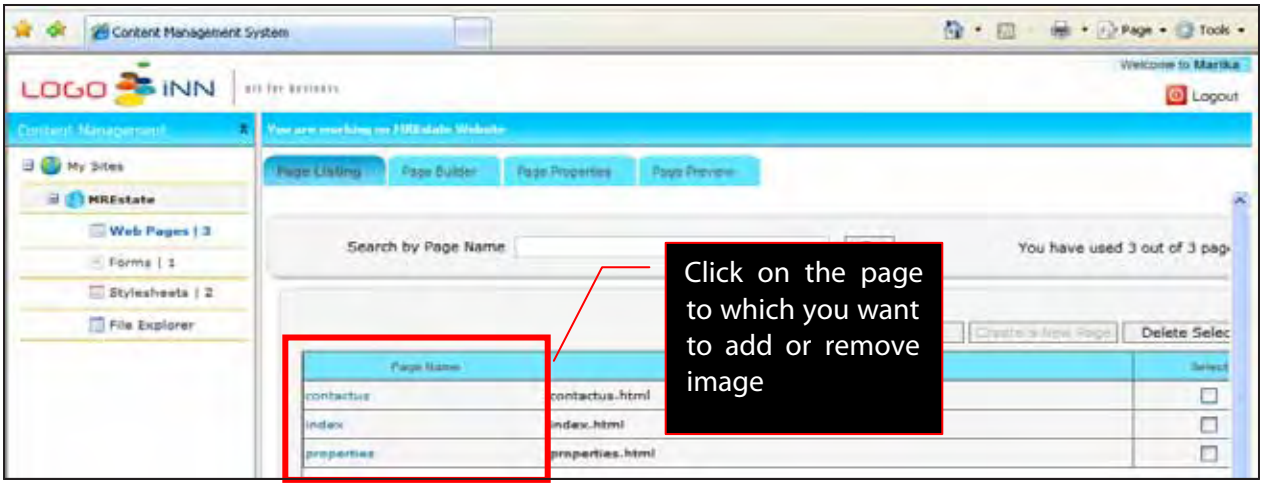
3.2 a. How to remove or delete Image?

Select the page from “Page Listing,” you’ll be taken to “Page Builder Tab” for the selected page. Select the image that you want to delete and then press the “Delete Button” from your keyboard. The image will be deleted from your web page, but it will remain in your web folder (on backend). You may upload it again anytime later.



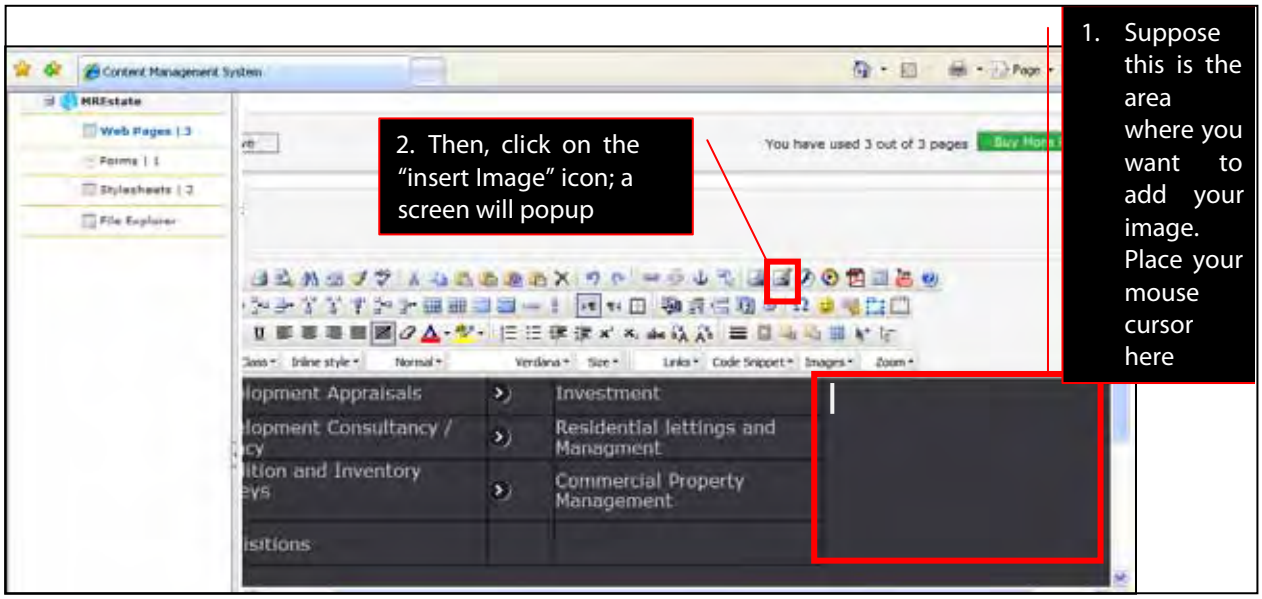
3.2.b. How to Add an Image?

a) Select the page to which you want to add or remove image from “Page Listing.” After selecting the page, you’ll be taken to “Page Builder Tab” for the selected page.



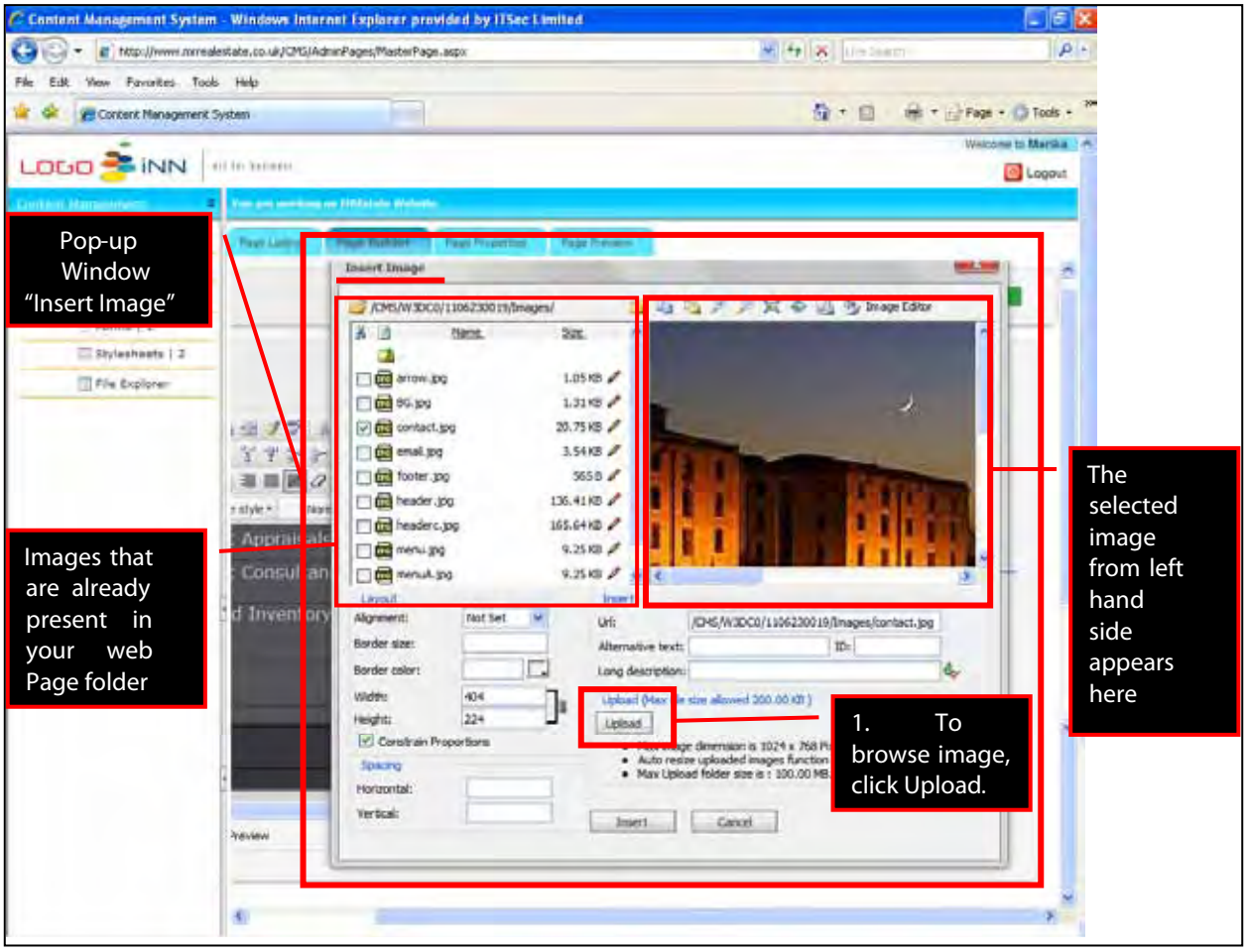
b) It will take you to the “page builder” tab for the chosen page. Here, you can add or remove image. On the top, there are multiple tools.

First, place the mouse cursor on the part of the page where you want to add the image then click on the “Insert Image” tool on the top; a screen will popup named as “Insert Image”.

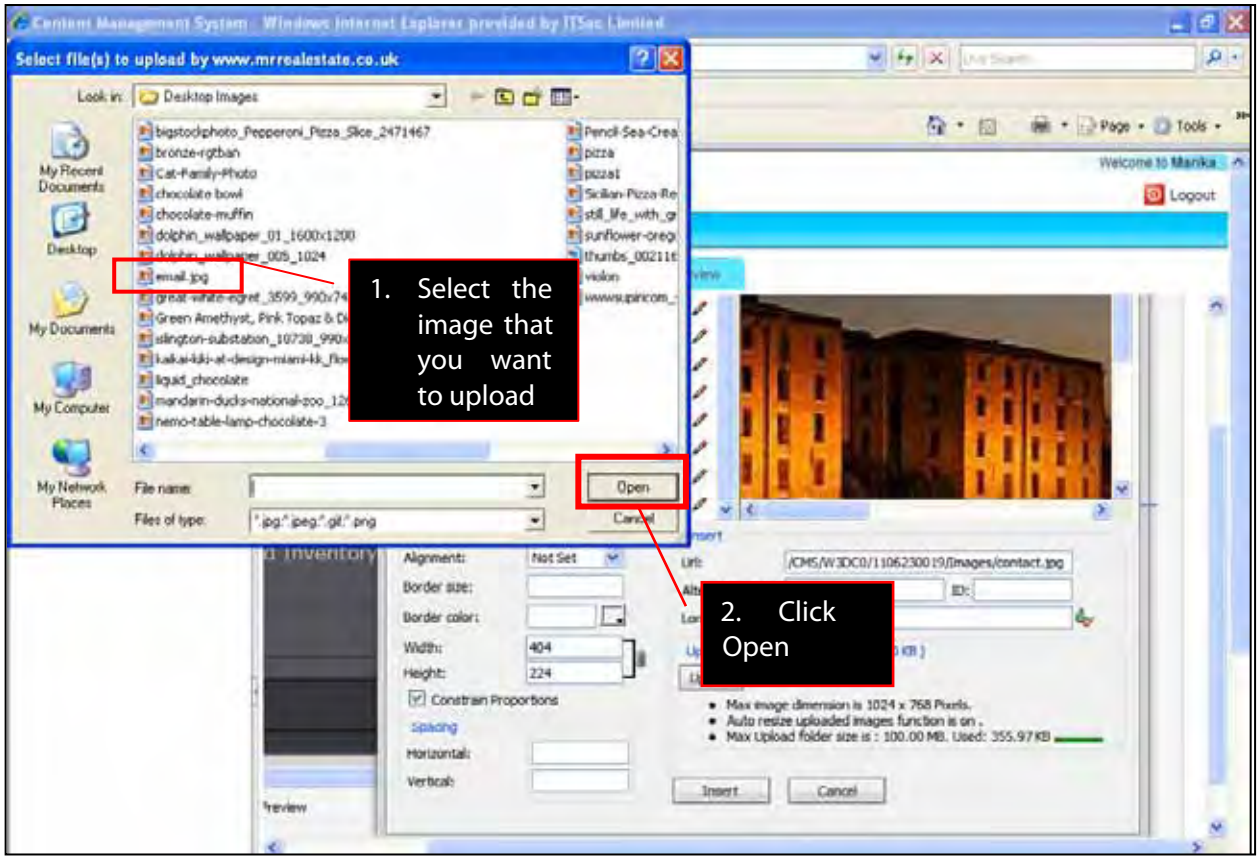

2. Then, click on the “insert Image” icon; a screen will popup
1. Suppose this is the area where you want to add your image. Place your mouse cursor here
Investment
Residential lettings and Managment
Commercial Property Management

c) The pop screen (Insert Image) will help you upload image to the existing web page. All your images that are already present in your web page folder appear on the left hand side of the screen.

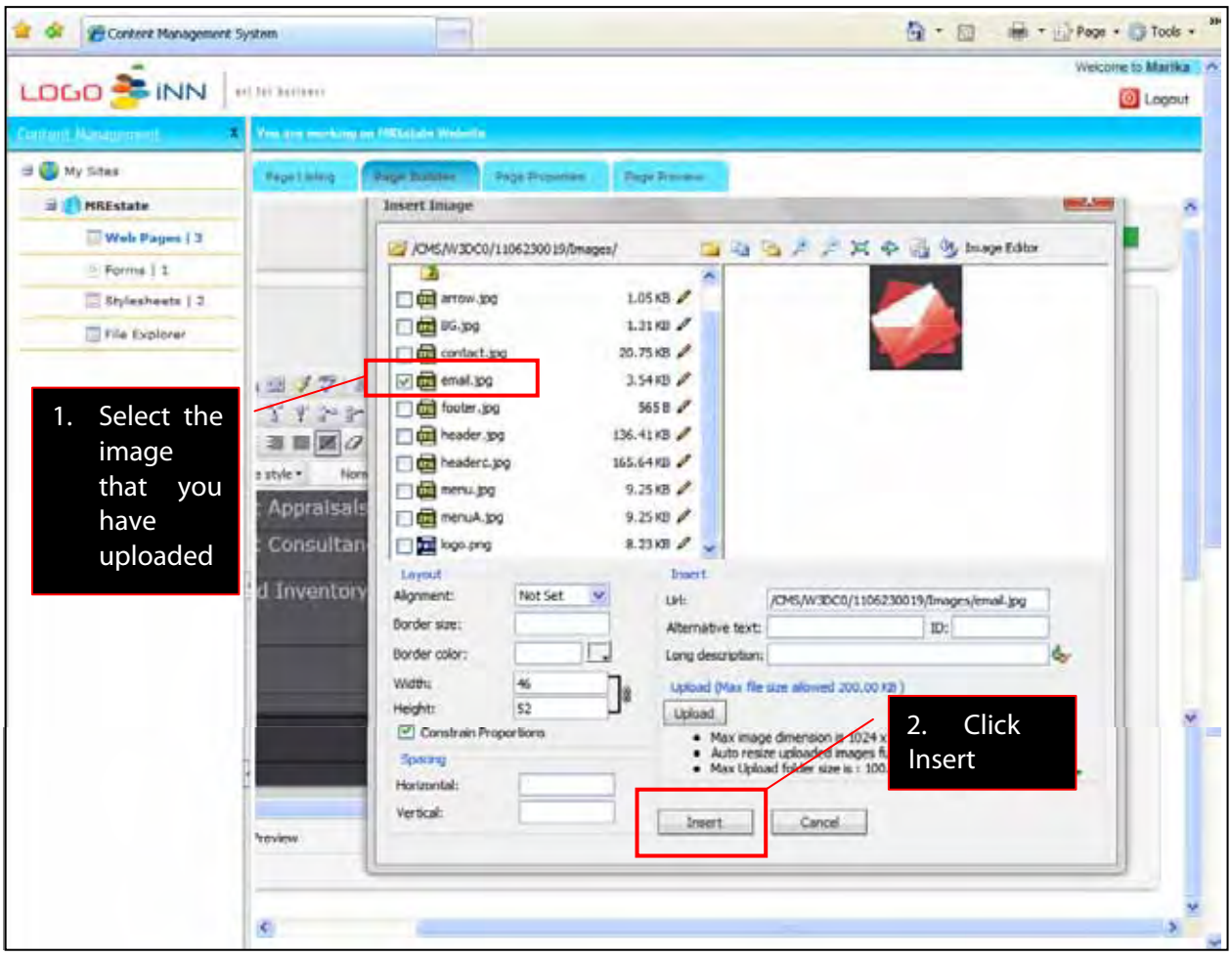
To browse for a new image from a folder in your computer system, click “Upload.”


Pop-up Window “Insert Image”
Images that are already present in your web Page folder
The selected image from left hand side appears here
1. To browse image, click Upload.

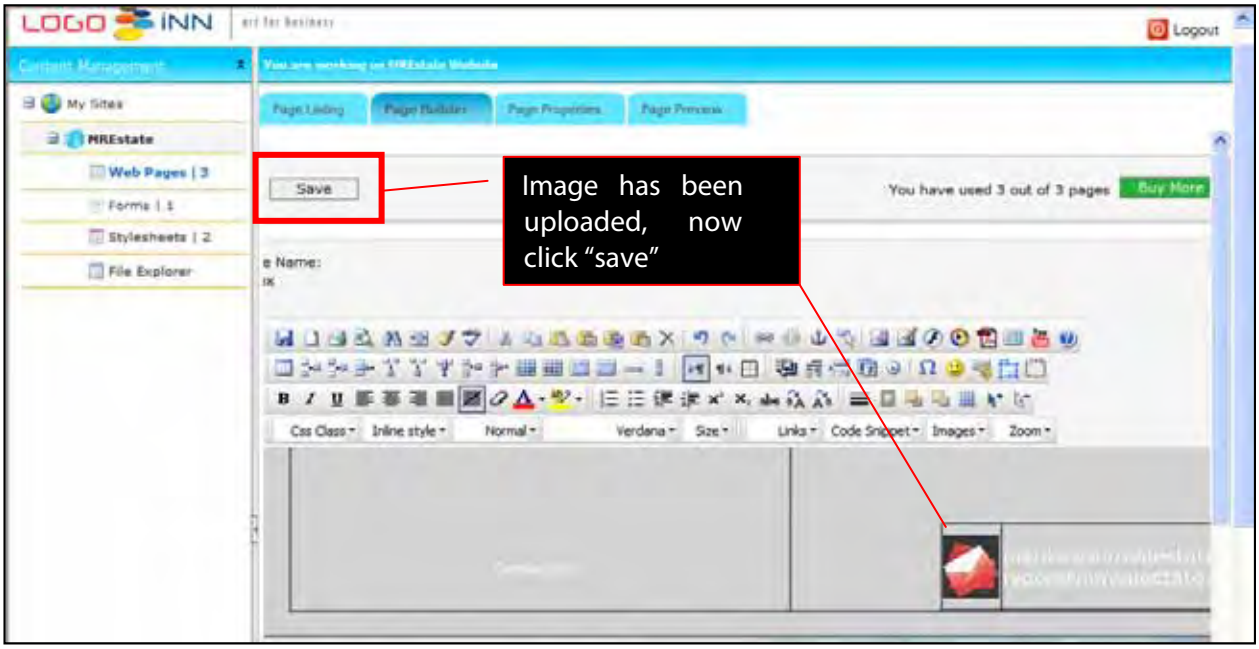
d) After you have clicked “Upload,” another window will pop-up; select the desired image from your computer system and click “open.”



e) The image will be uploaded and it will appear on the left hand side of “Insert Image” pop-up window.

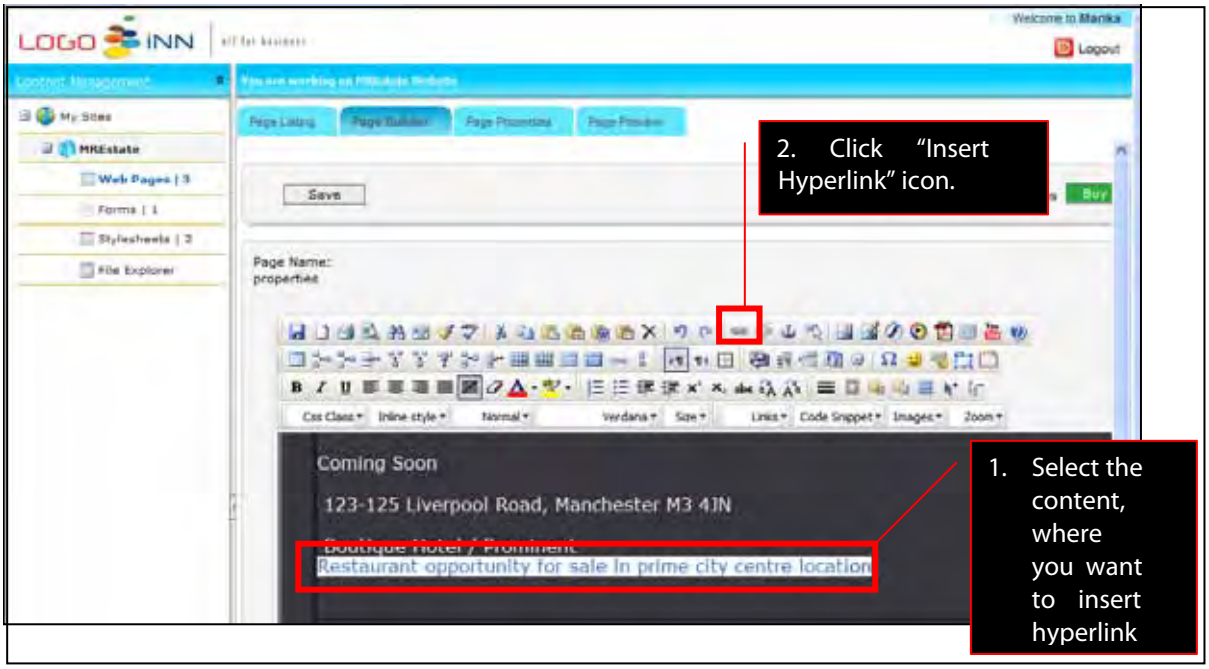


f) When image is inserted, click “save” on page builder page.

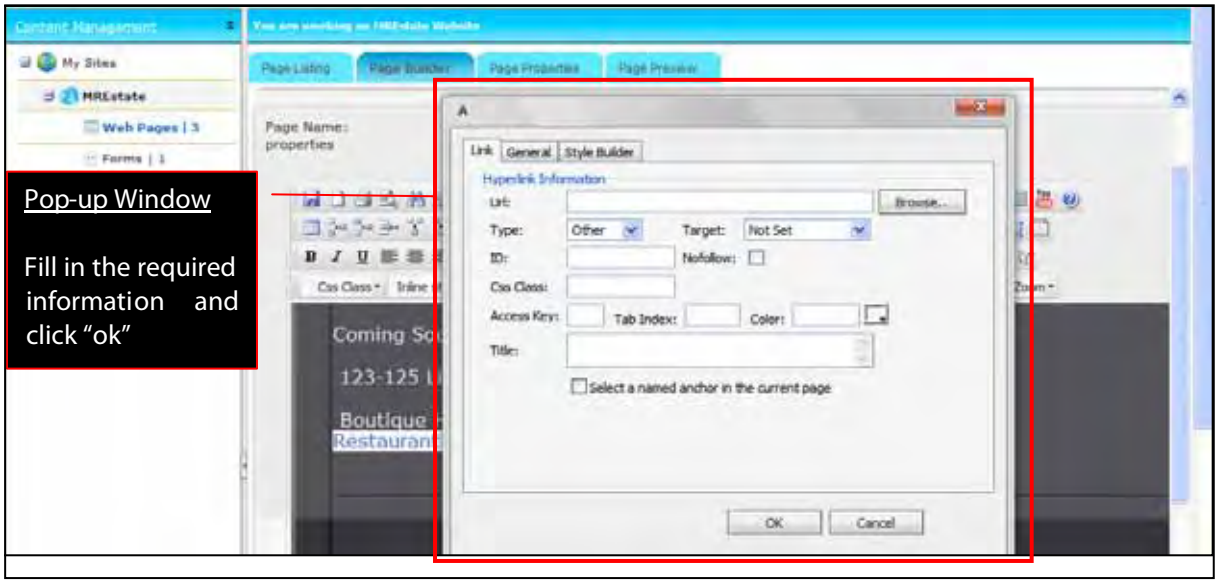


3.3) How to insert hyperlink?

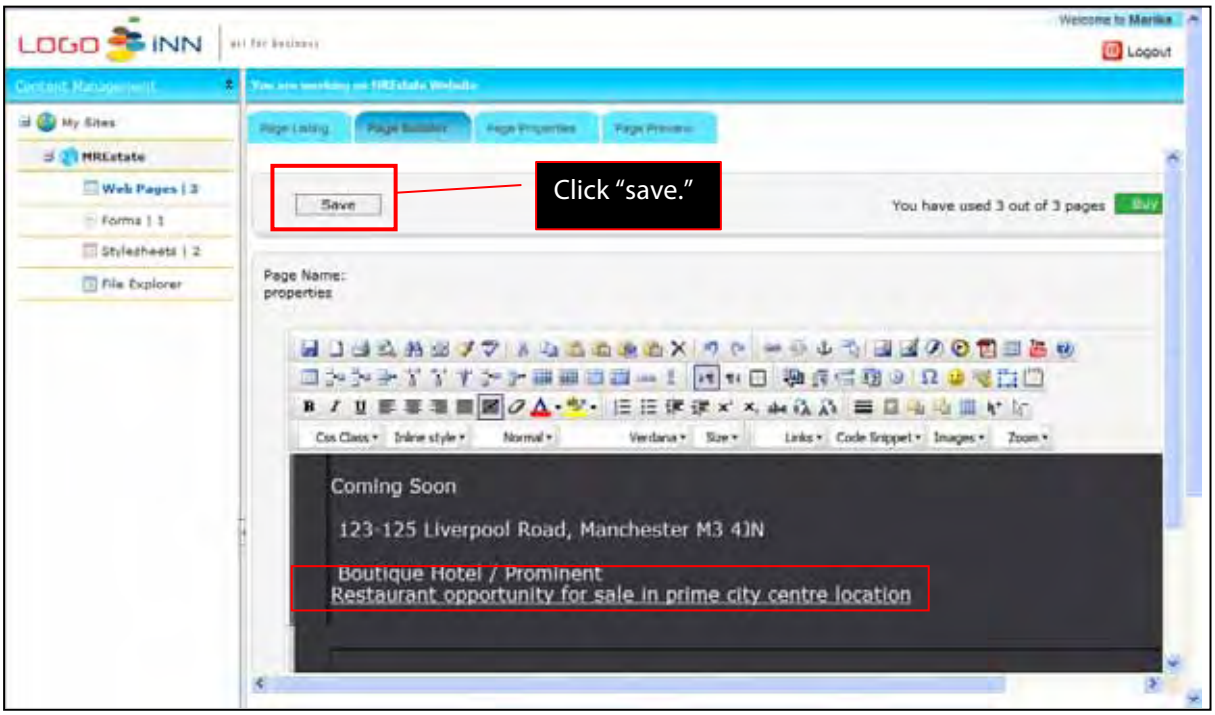
a) Select the page (to which you want to add hyperlink) from “Page Listing,” you’ll be taken to “Page Builder Tab.” Select the content on the page to which you want to insert hyperlink, and then click the “Insert Hyperlink Icon” given at the top of the page. A pop-up window will appear.


2. Click “Insert Hyperlink” icon.
Coming Soon
123-125 Liverpool Road, Manchester M3 4JN
Restaurant opportunity for sale in prime city centre location
1. Select the content, where you want to insert hyperlink

b) Fill in the required information in the pop-up window including “URL, Title, ID” and select the color of your hyperlinked text. Then, Click “OK.”

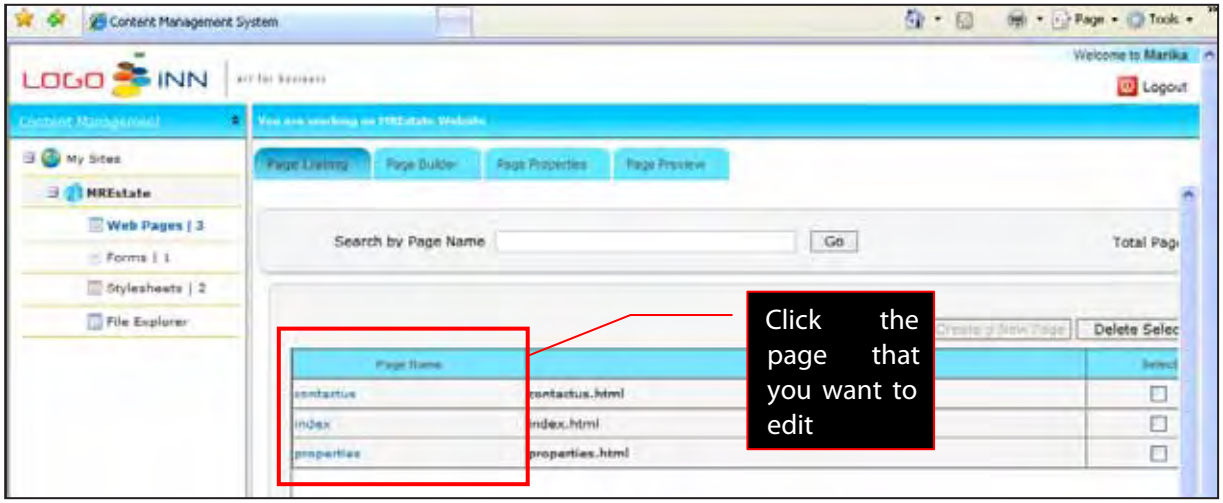


c) Click “Save” on the Page Builder Page (top of the page)

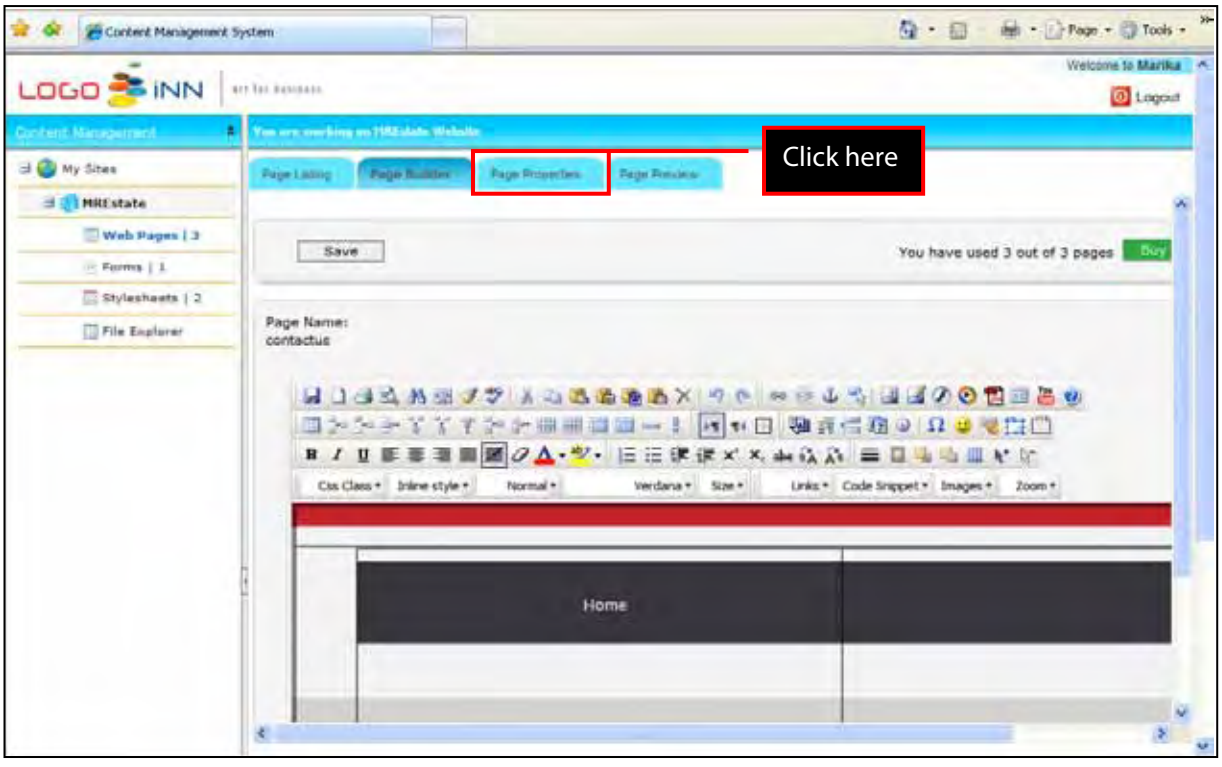


3.4) How to Update Meta (Page Title, Page Keywords & page Description) of a web page?

a) Click the page that you want to edit from “Page Listing Tab.” You’ll be taken to the “Page Builder Tab.”

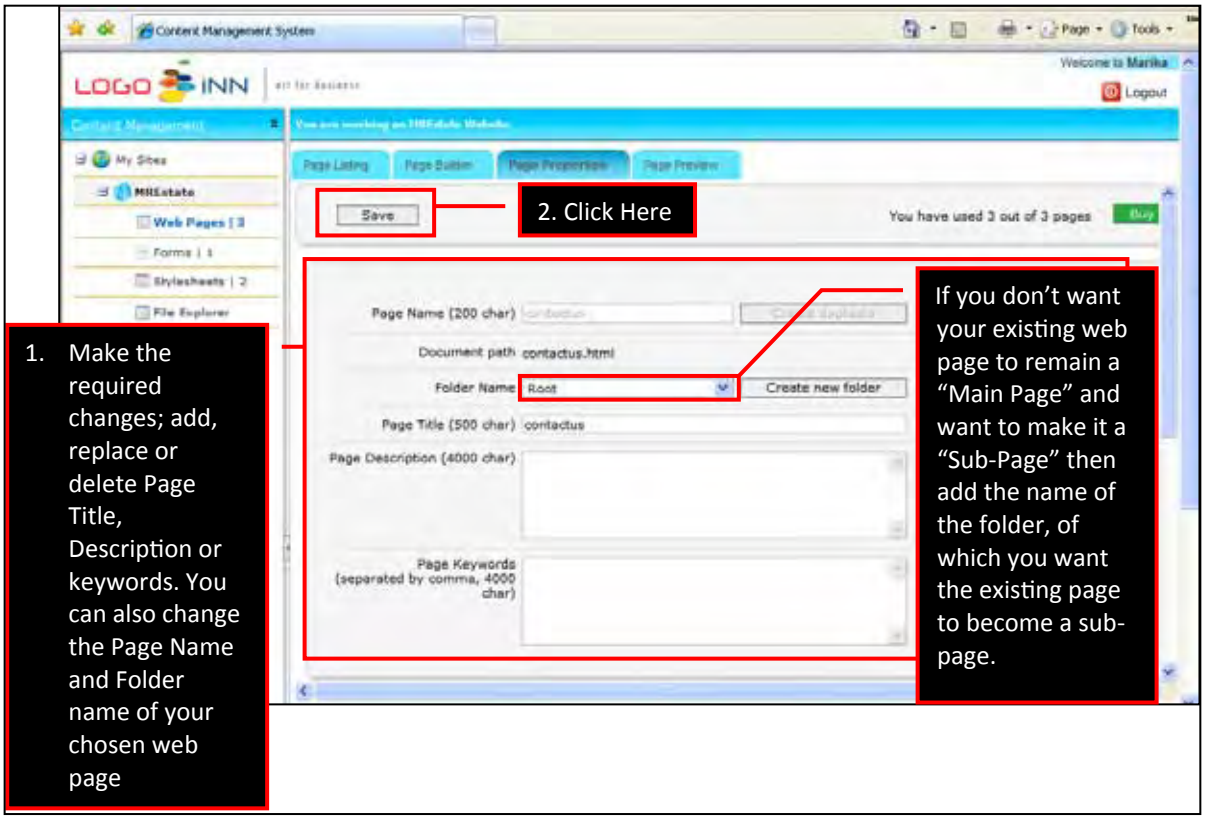


b) To change/update Meta, then click on the “Page Properties Tab.”

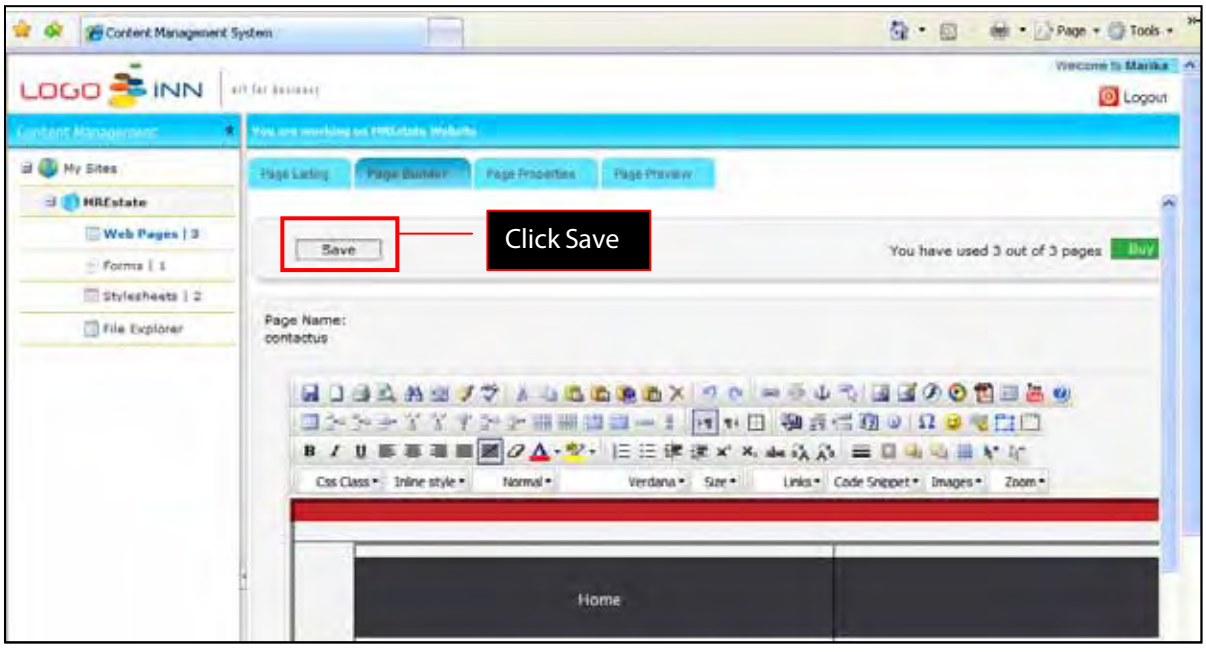


c) Page Properties Tab will show you all the details related to Meta of your web Page including Page Title, Description and keywords. You can add or update them according to your Require ments.

Once, you have made all the changes; click “Save.”

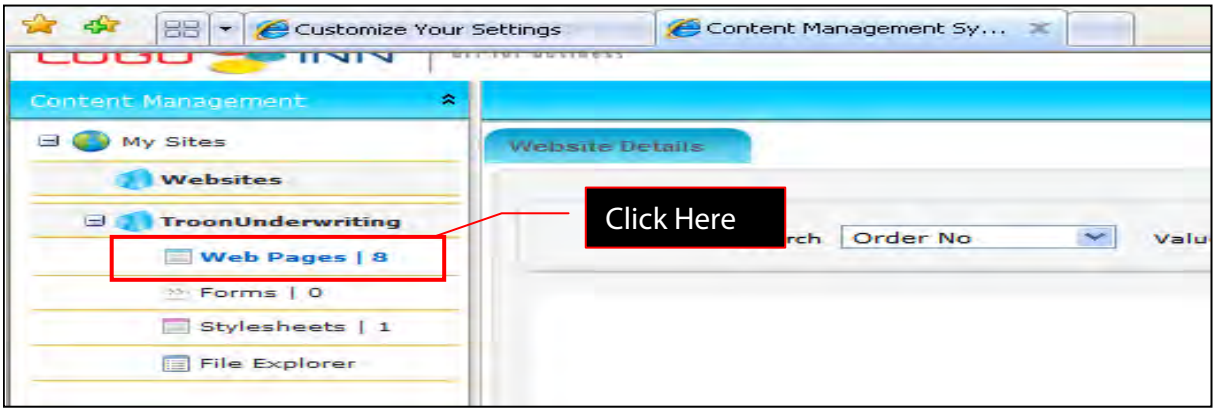

2. Click Here
1. Make the required changes; add, replace or delete Page Title, Description or keywords. You can also change the Page Name and Folder name of your chosen web page
If you don’t want your existing web page to remain a “Main Page” and want to make it a “Sub-Page” then add the name of the folder, of which you want the existing page to become a sub-page.

d) Open Page Builder Tab, click “Save” to make the changes in Meta of the chosen page effective.

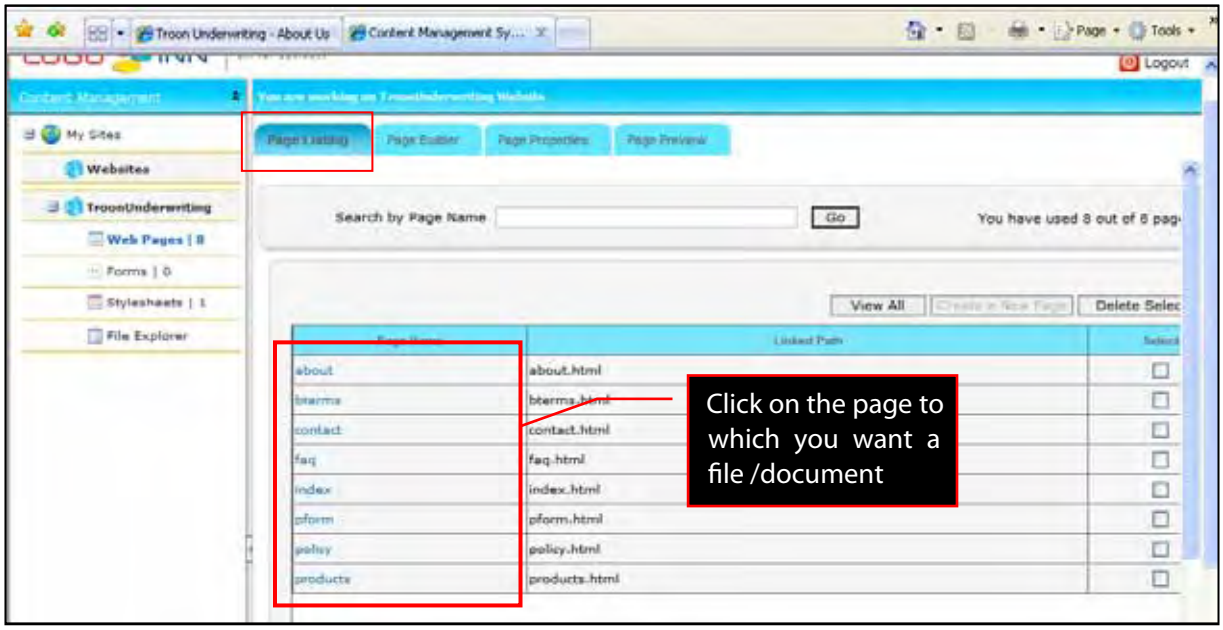


3.5) How to upload a file/document on your web Page?

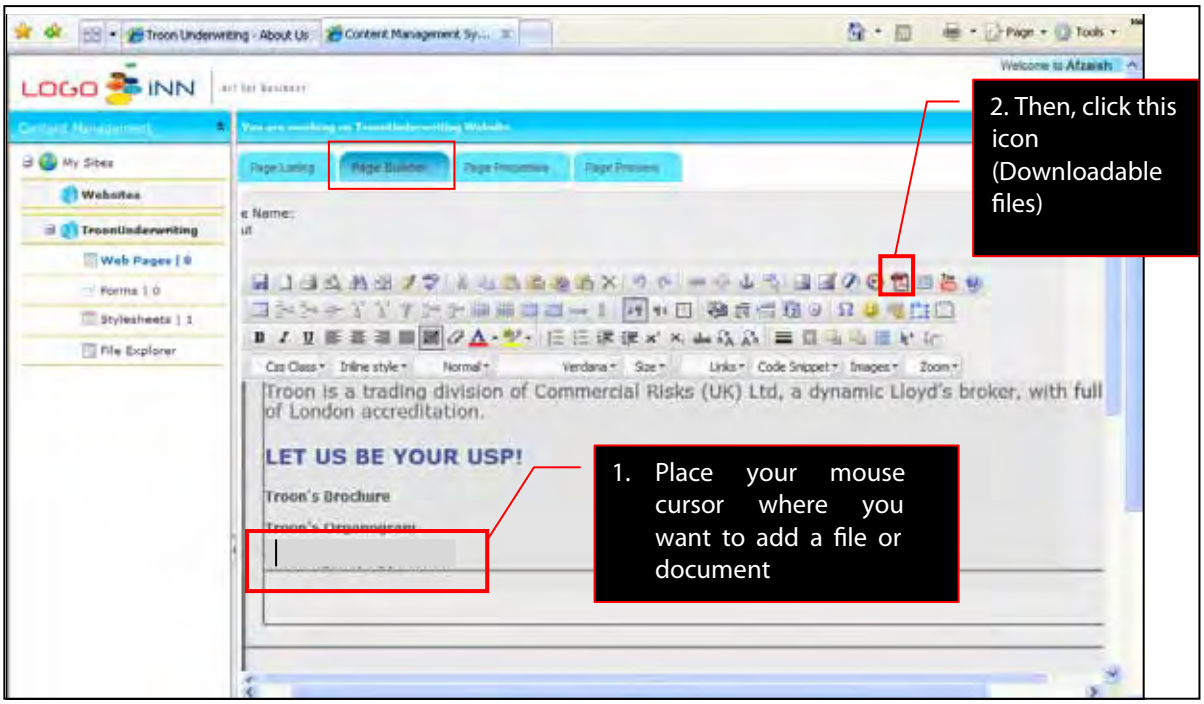
a) Click “Web Pages” from your control panel (Left side); you’ll be taken to “Page Listing Tab.”



b) On the Page Listing Tab, select the page to which you want to add a file/document. You’ll be taken to the page builder tab.



c) On the Page Builder Tab, put your mouse cursor on the part of the page where you want to add the document or file, then click on the icon “Downloadable Files.” Another screen will pop-up.


2. Then, click this icon (Downloadable files)
1. Place your mouse cursor where you want to add a file or document
Troon is a trading division of Commercial Risks (UK) Ltd, a dynamic Lloyd's broker, with full of London accreditation.
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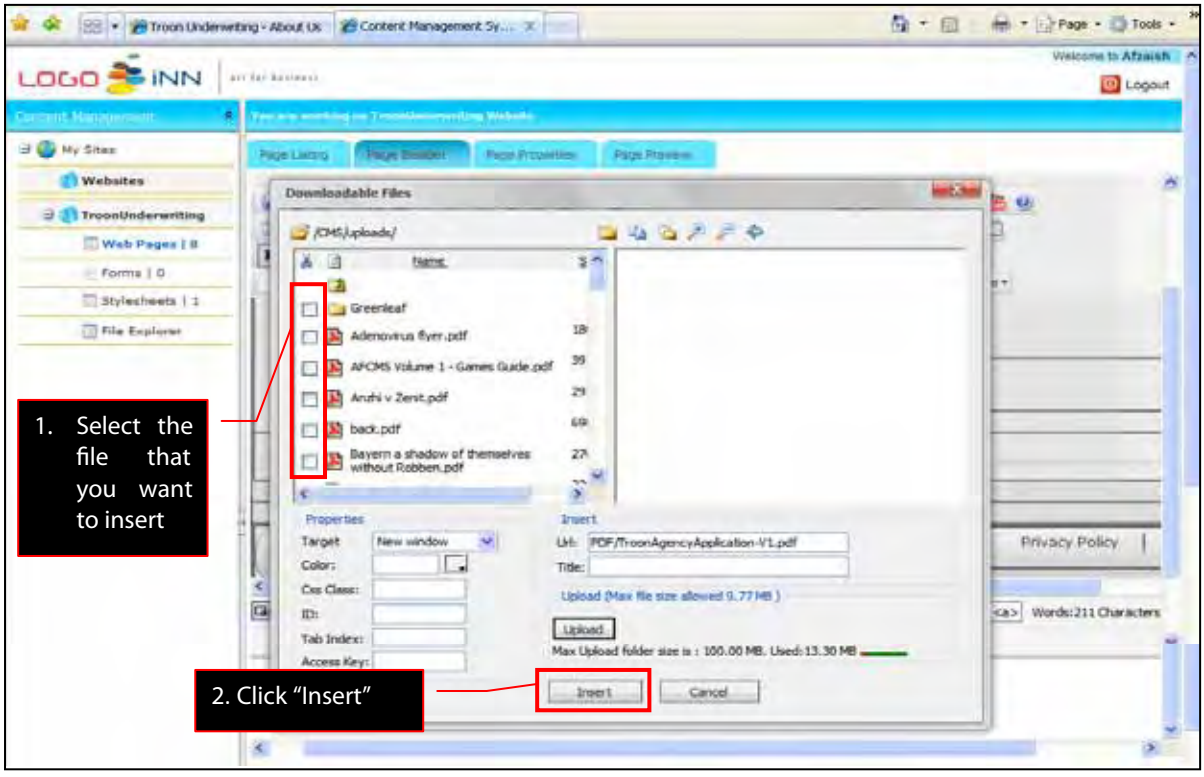
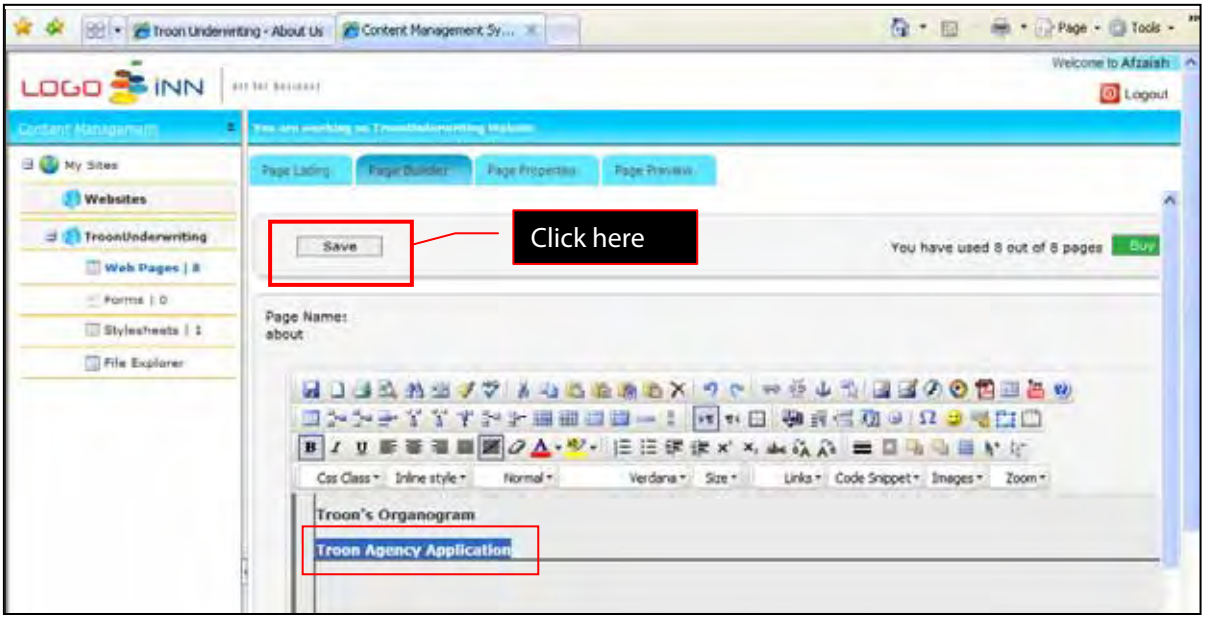
Troon's Brochure

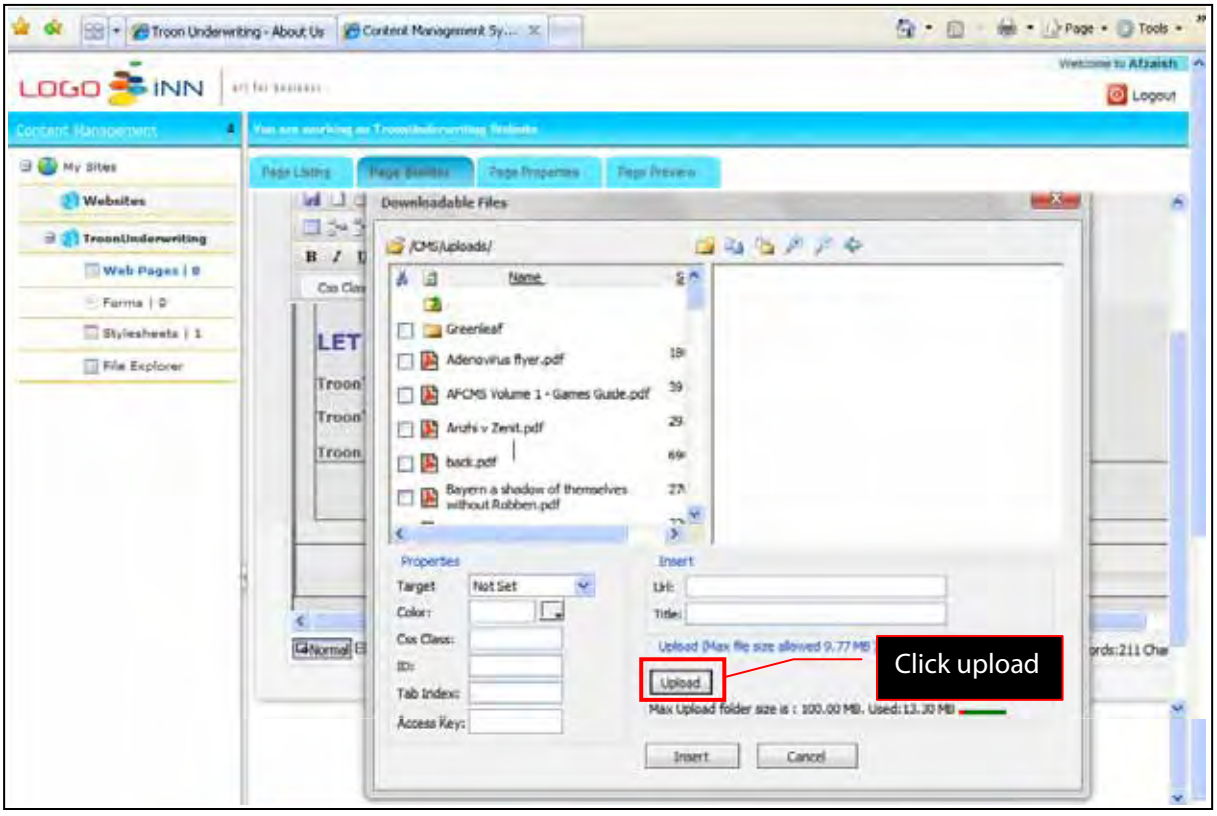
d) The pop-up screen shows all the files that are present in your web folder (whether live or not); if you want to choose anyone of them then simply select the file by checking in the boxes on their left and then click “Insert button.” After the file is inserted, the pop-up screen will disap pear and you’ll be back to the page builder screen.



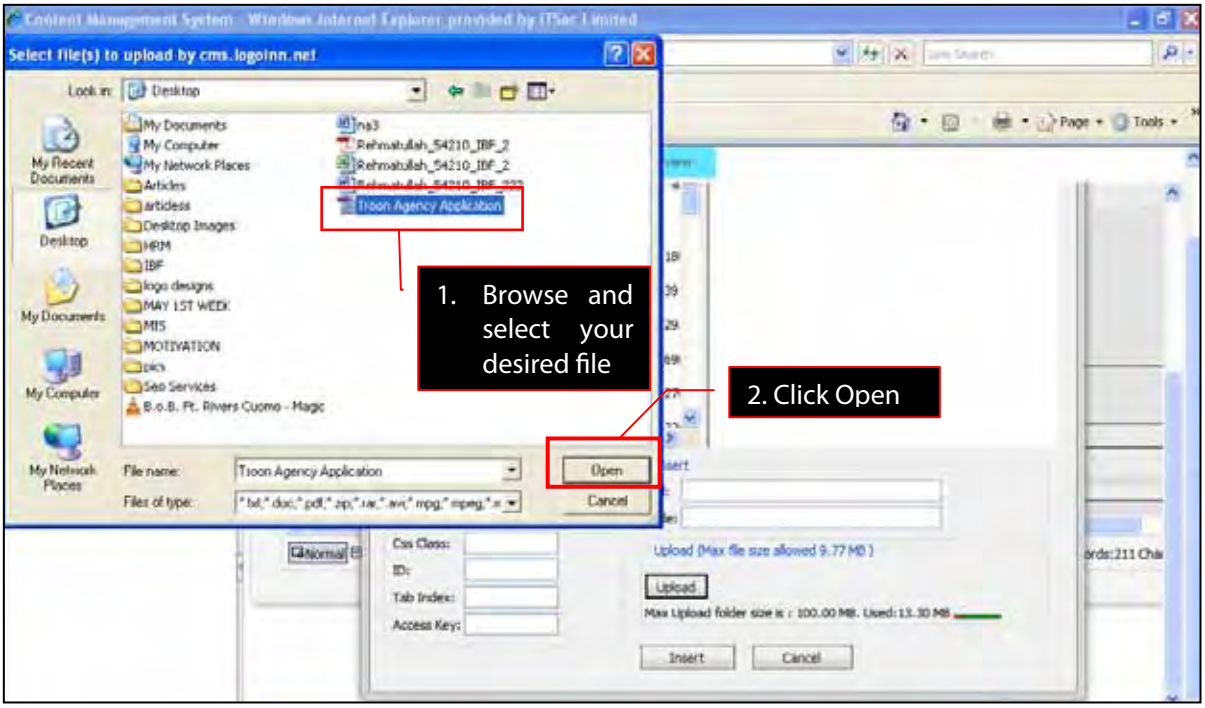
e) On page Builder Page, Click “save.”



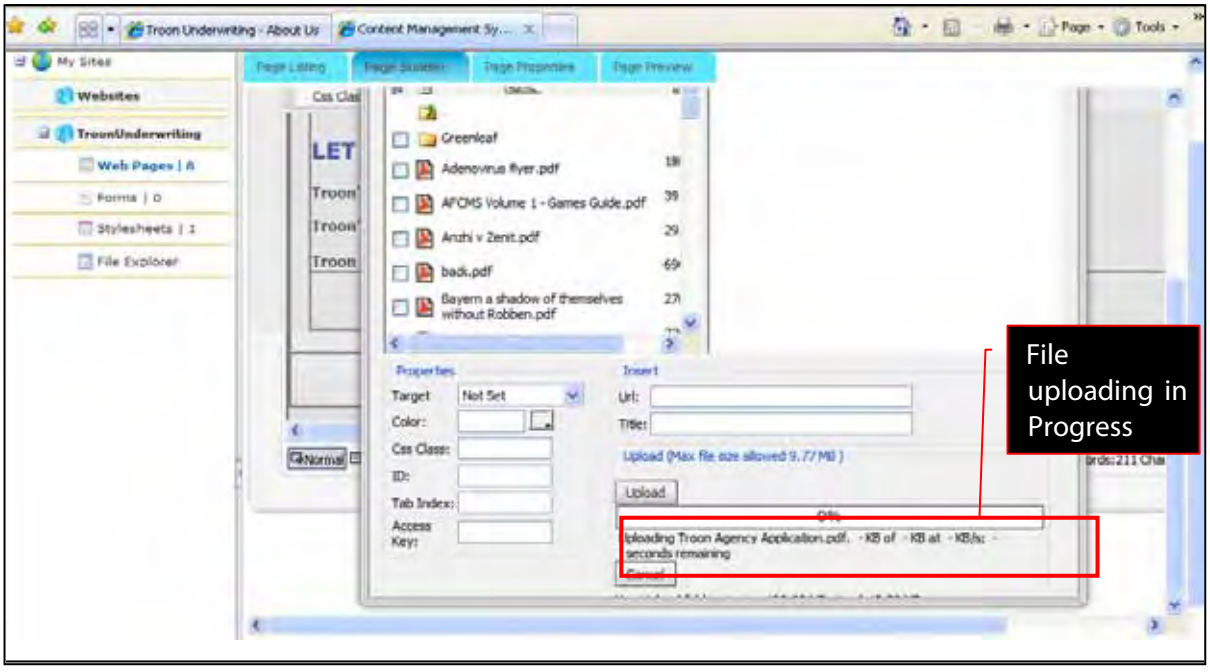
f) If the file that you want to upload isn’t already present in your web folder and you want to browse it from your system, then click “Upload Button” on the pop-up screen. Another screen will pop-up.



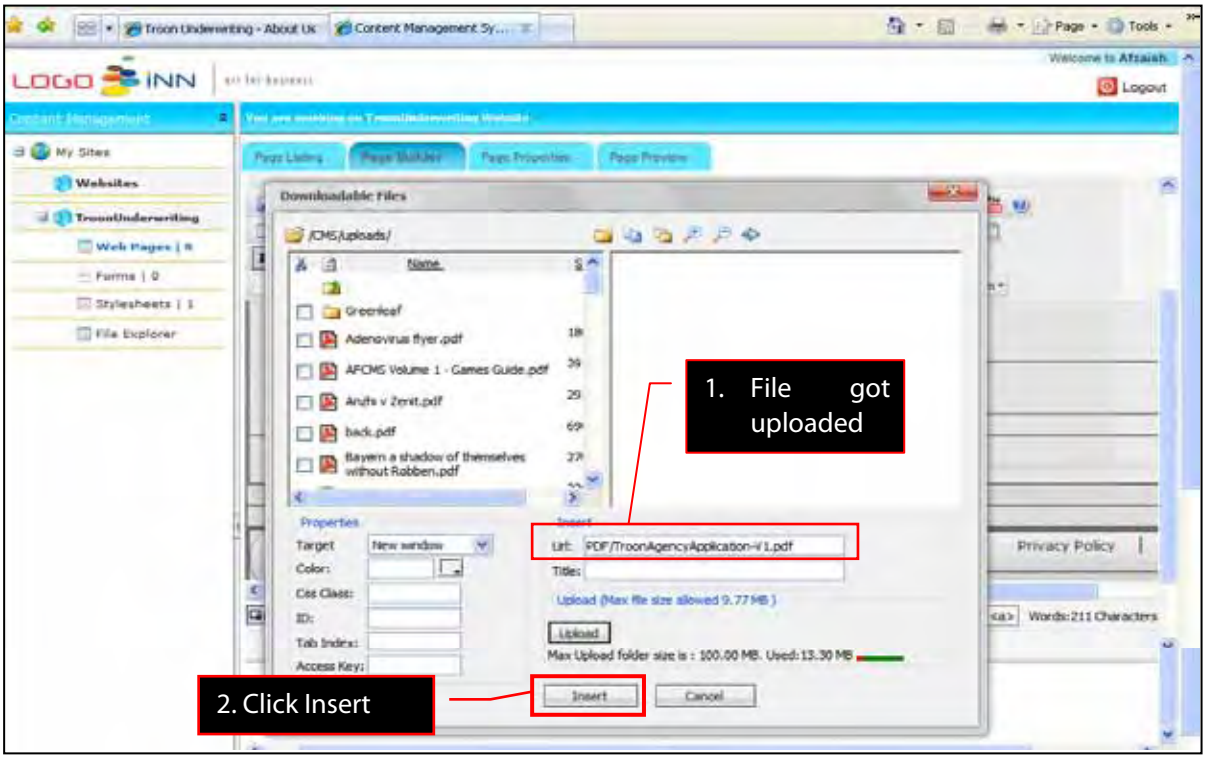
g) Through the second pop-up screen, you can now browse your desired file/document. After selecting the document, click open.



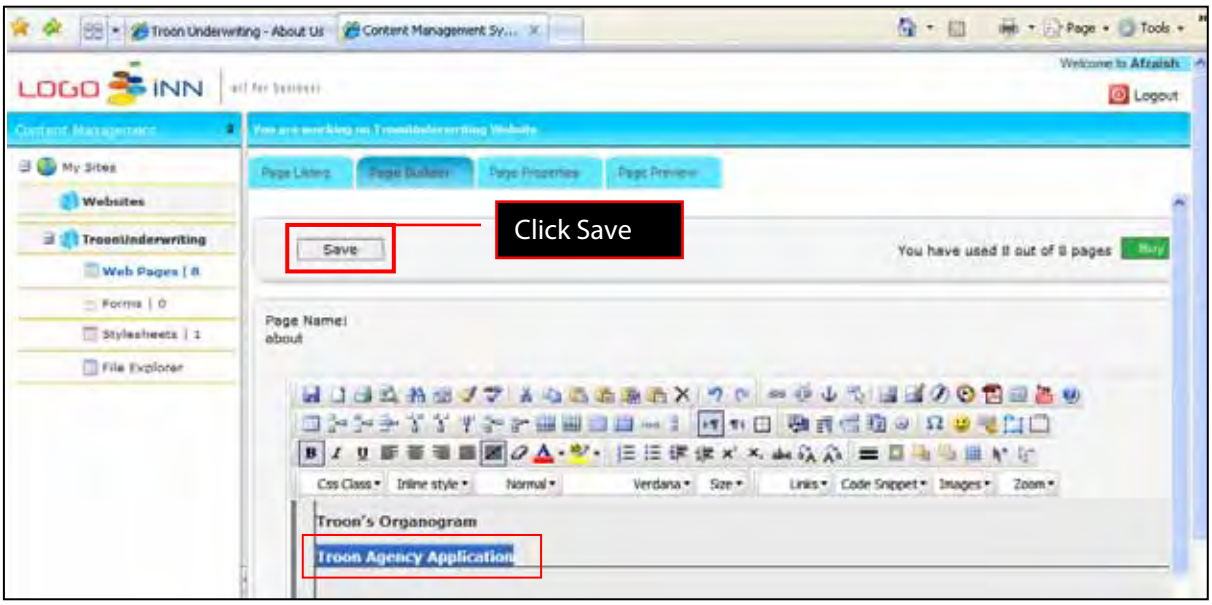
h) The file will start uploading.



i) Once, the file gets uploaded; click “Insert.” After the file is inserted, the pop-up screen will disappear and you’ll be back to the page builder screen.

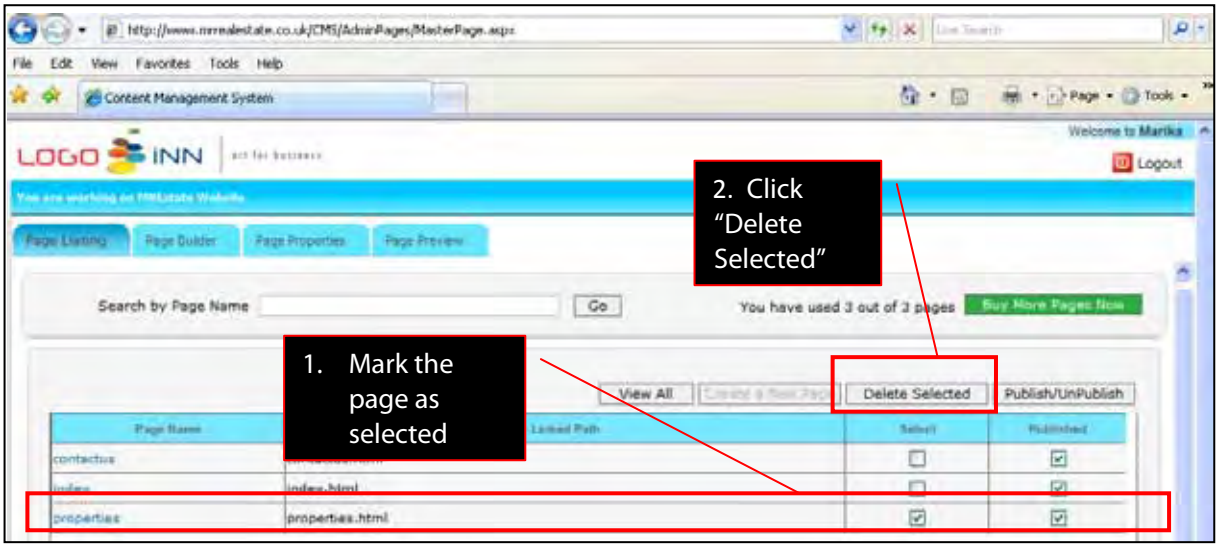


j) On page Builder Page, Click “save.”



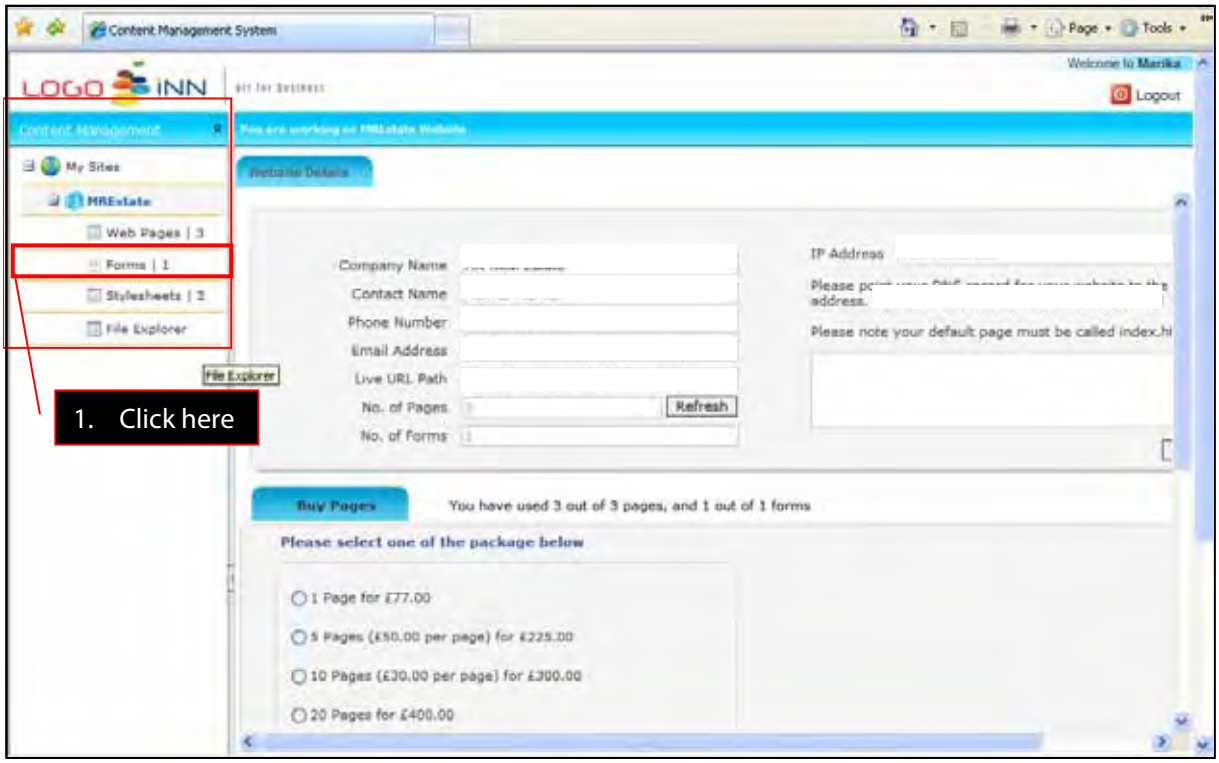
3.6) How to delete a Webpage?

a) Select the page that you want to delete from “Page Listing;” mark as selected, and then click on the “Delete Selected Tab.”



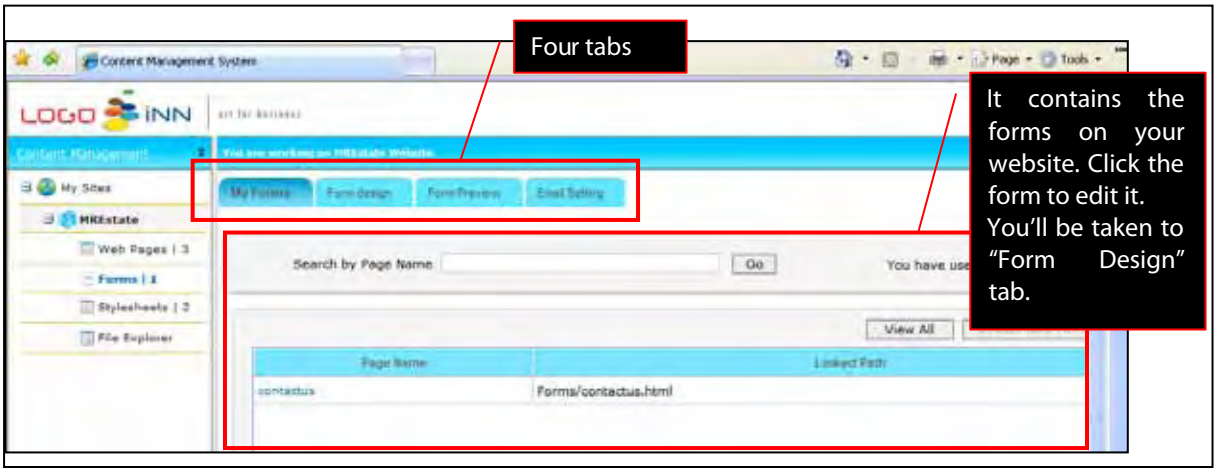
4) Updating Existing Forms on Your Website

a) "Content Management Menu" comprises of a sub section called as "Form." Click on this sub section; all your forms will be displayed on right side of the screen.



b) The right hand side contains all the forms present on your website. On the top of right hand side, there are four tabs that help you amend your forms and email setting.

Click the form that you want to edit and you'll be taken to "Form Design" tab.



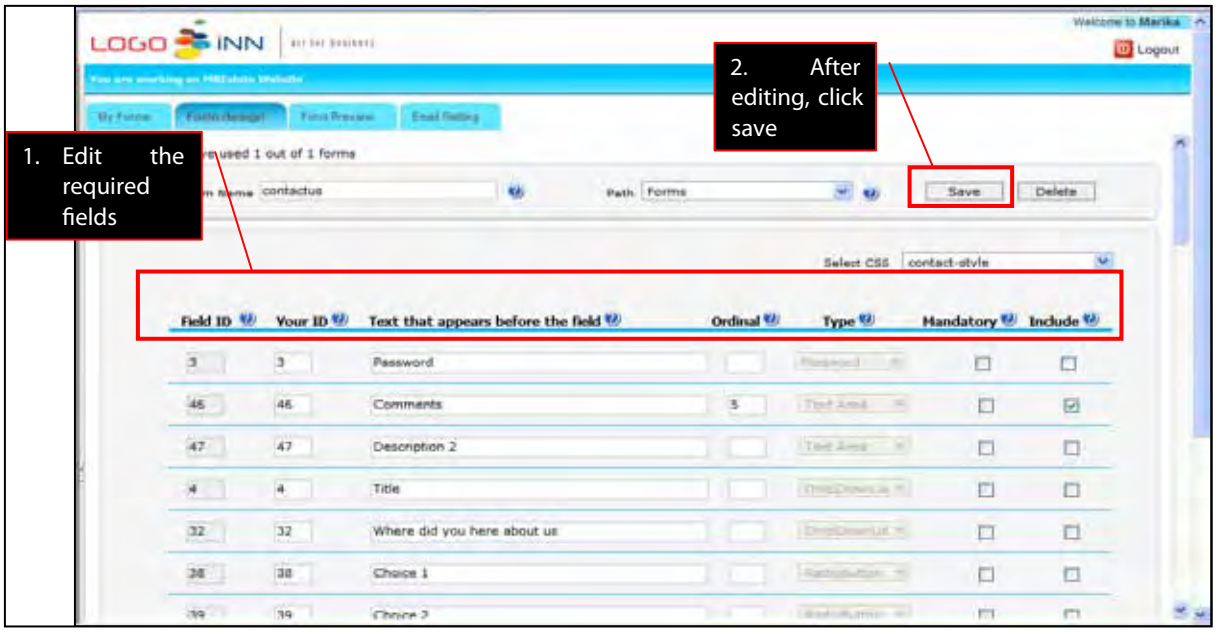
c) The "Form Design" tab displays the complete format of the selected form. Here, you can easily add, replace or delete different fields of your form.

There are 7 columns in total: (After editing the columns, click "Save")

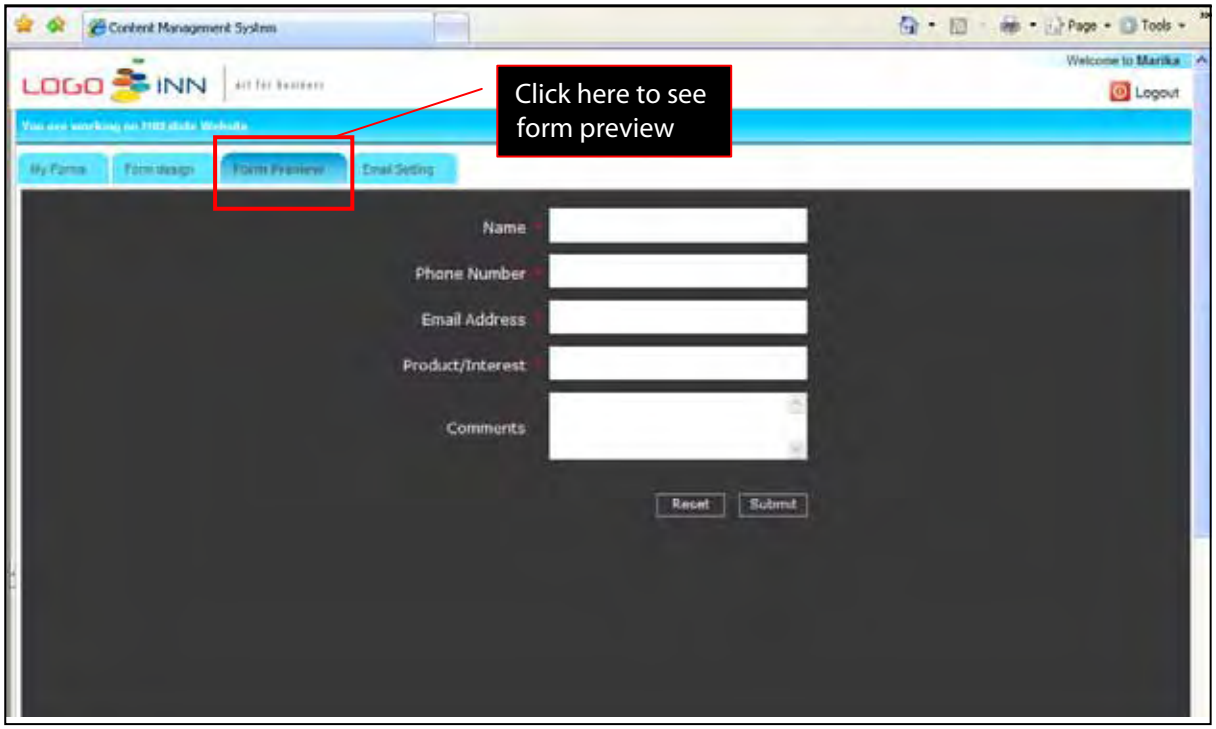
S.No	Columns	Instructions
1	Field ID	You don't need to edit it in any case
2	Your ID	You don't need to edit it in any case
3	Text that appears before the field	Delete, add or replace the text of the fields that you want to edit.
4	Ordinal	Add the number that you want the particular field to have in your form. Suppose you want the passwords field to be at 3rd number then add "3" in front of it in the ordinal column.
5	Type	It has already been set as default
6	Mandatory	Mark the field in this column if you want it to be mandatory
7	Include	Mark the field if you want it to be included in the form

b) The right hand side contains all the forms present on your website. On the top of right hand side, there are four tabs that help you amend your forms and email setting.

Click the form that you want to edit and you'll be taken to "Form Design" tab.

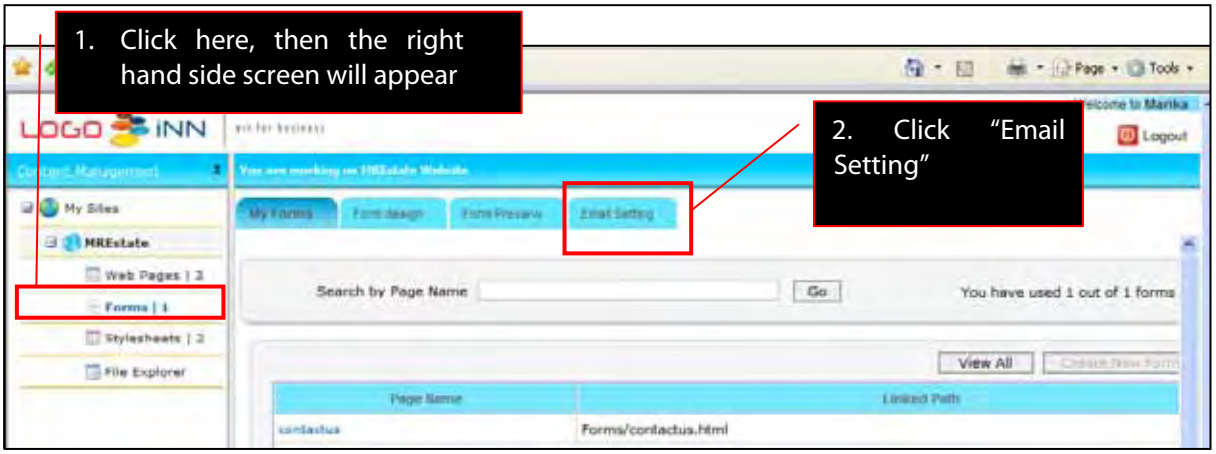


d) You can see your edited form by clicking the “Form Preview Tab” on the top of the page.



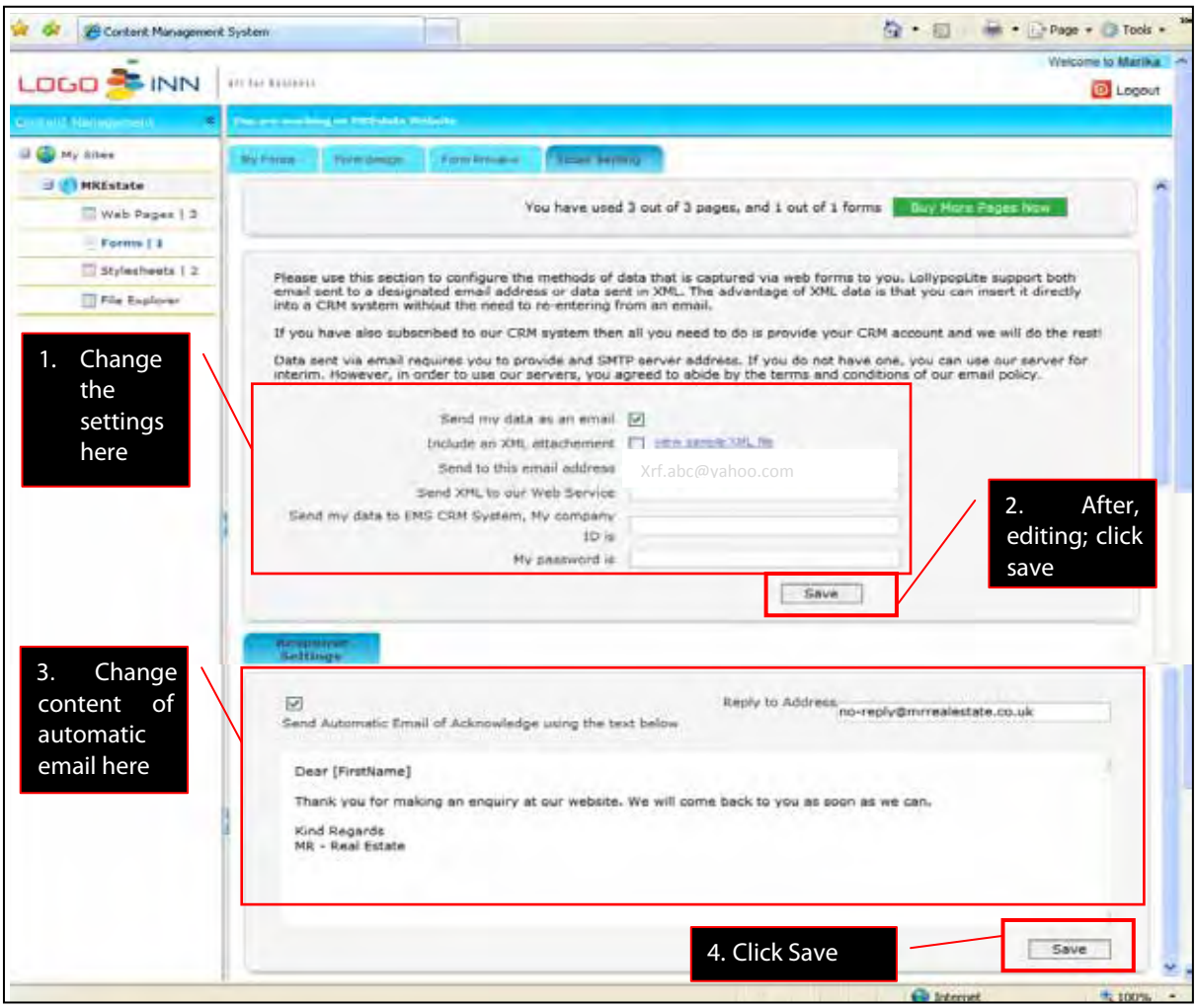
5) How to Change Email Setting?

a) “Content Management Menu” comprises of a sub section called as “Form.” Click on this sub section; all the details will appear on the right hand side of the screen. Then click “Email Setting Tab,” email setting screen will appear.

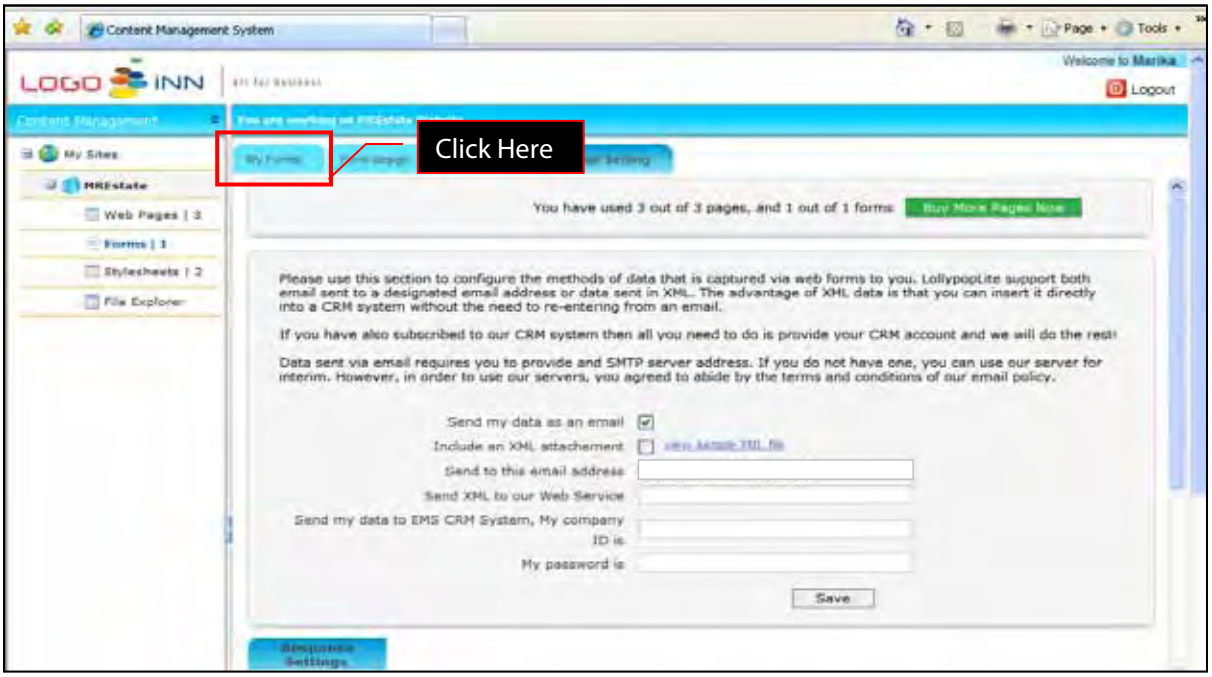

1. Click here, then the right hand side screen will appear
2. Click “Email Setting”
Search by Page Name
Go
You have used 1 out of 1 forms
View All
Forms/contactus.html

b) On the email setting screen, you can change your email address, enable XML attachment, send your data to EMS CRM system and change your password. Once the editing is complete click "Save."

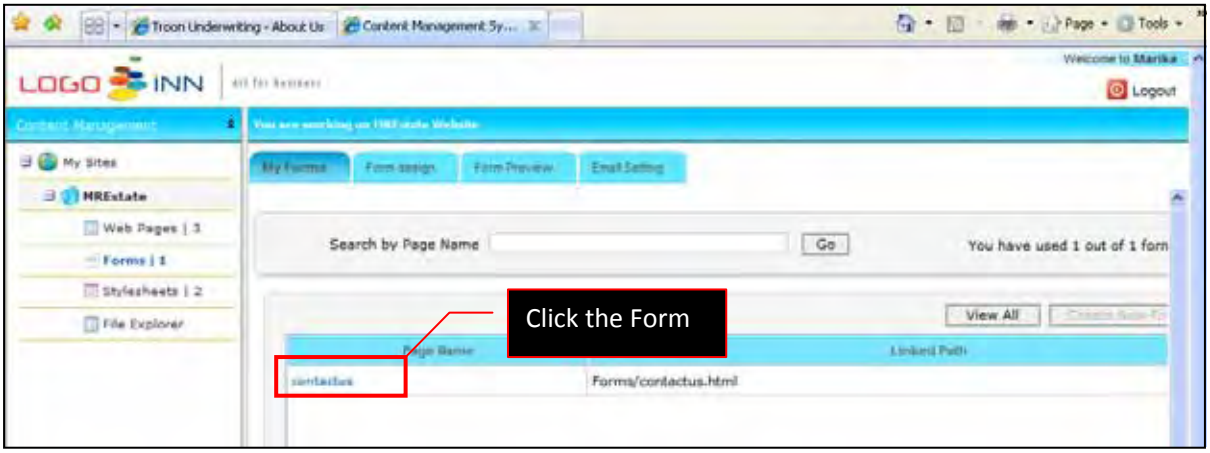
If you want to change the content of your "automatic email," then refer to the bottom of the screen; simply change the content and click "save."



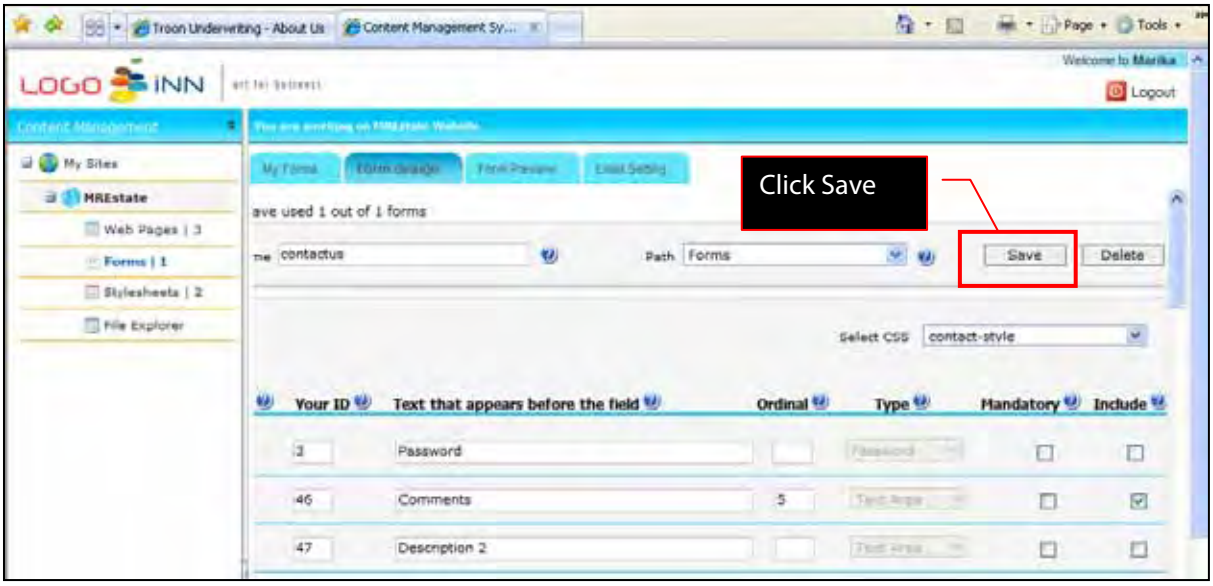
c) After you have saved the changes in “Email Setting Tab,” click “My Forms” tab.


Content Management System
Page
Tools
LOGO INN
Welcome to Marika
Logout
Click Here
My Sites
MREstate
Web Pages | 3
Forms | 1
Stylesheets | 2
File Explorer
You have used 3 out of 3 pages, and 1 out of 1 forms
Please use this section to configure the methods of data that is captured via web forms to you. Lollypoplite support both email sent to a designated email address or data sent in XML. The advantage of XML data is that you can insert it directly into a CRM system without the need to re-entering from an email.
If you have also subscribed to our CRM system then all you need to do is provide your CRM account and we will do the rest!
Data sent via email requires you to provide and SMTP server address. If you do not have one, you can use our server for interim. However, in order to use our servers, you agreed to abide by the terms and conditions of our email policy.
Send my data as an email
Include an XML attachement
Send to this email address
Send XML to our Web Service
Send my data to EMS CRM System, My company ID is
My password is
Save

d) In “My Forms,” click the form that is related to your email setting. You’ll then be taken to “Form Design Tab.”



e) In the “Form Design Tab,” Click “Save.” After this step, the changes that you did in your email setting will be made effective.



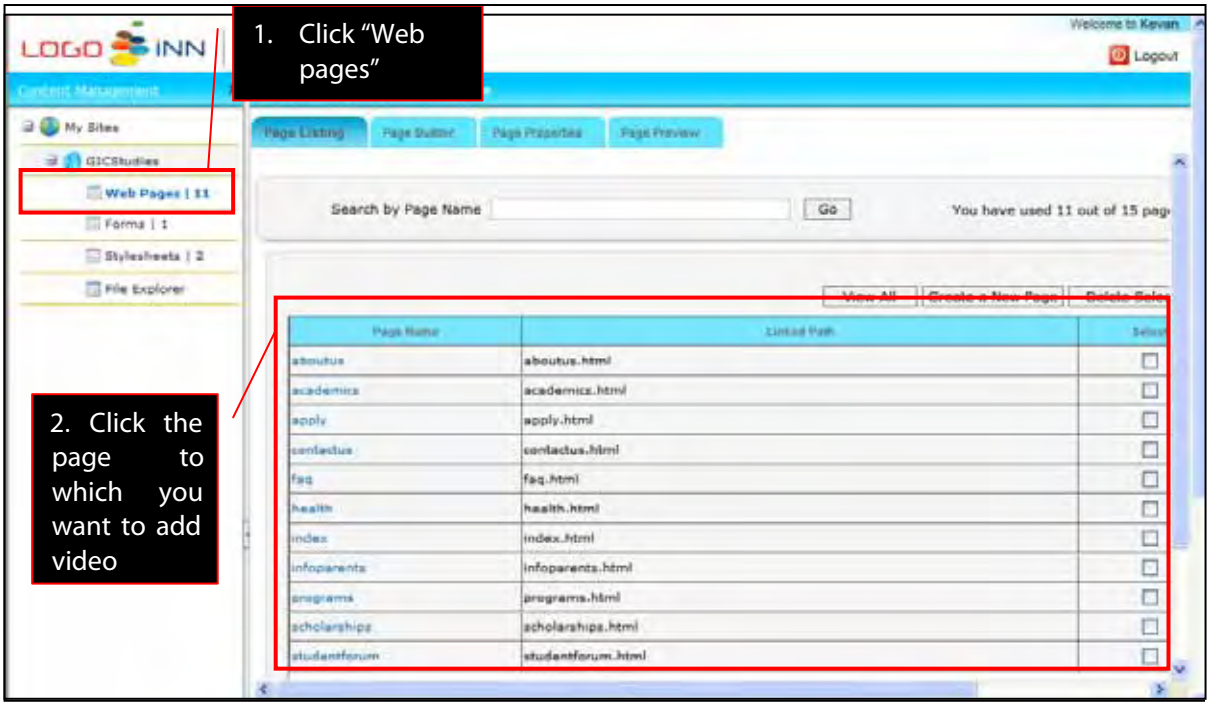
6) How to Embed YouTube Video?

a) Go to YouTube; choose the video that you want to embed. There is a share button on You Tube page (below the video); click the “share Button.”

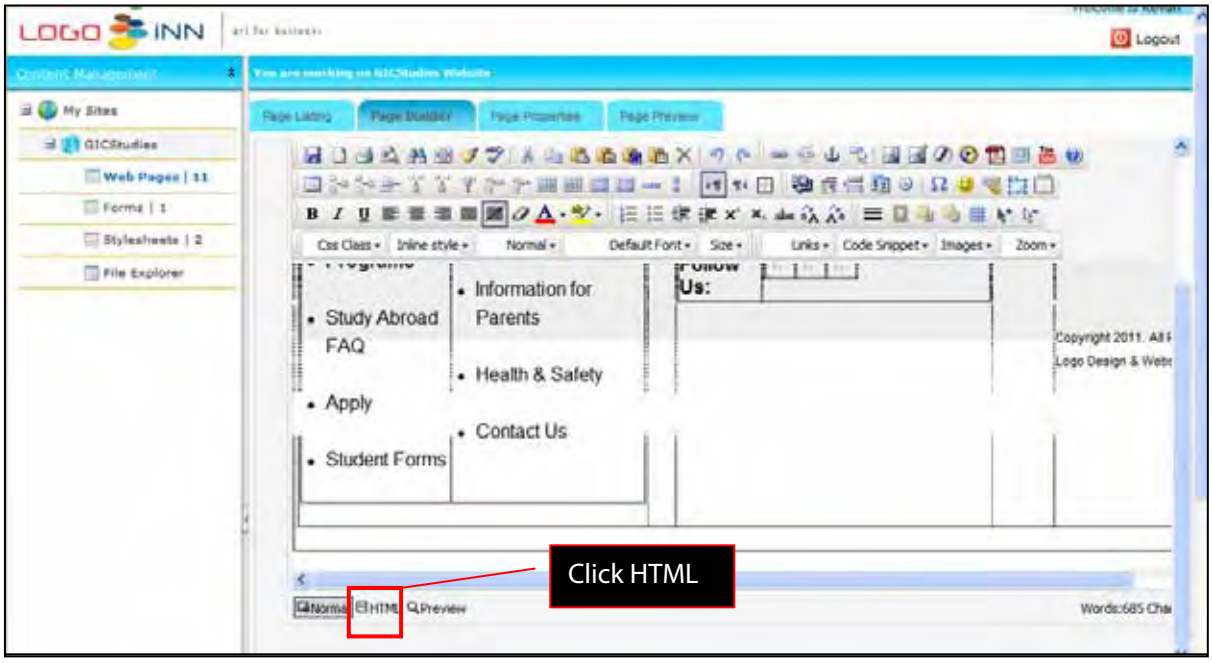
b) It will provide you an “Embed” option; click the “Embed” button. A code will appear on your screen, below the “Embed” button.

c) A code will appear on your screen below the “Embed” button. Copy this “code” and select the size of your video from bottom of the screen.

d) On your website CMS, click “Web Pages;” select the one to which you want to add video. You’ll be taken to the “page Builder Tab” for the selected page.



e) As the page builder screen for the selected page appears, click “HTML” mentioned on the bottom of the page. You’ll then be taken to the backend script of the page.



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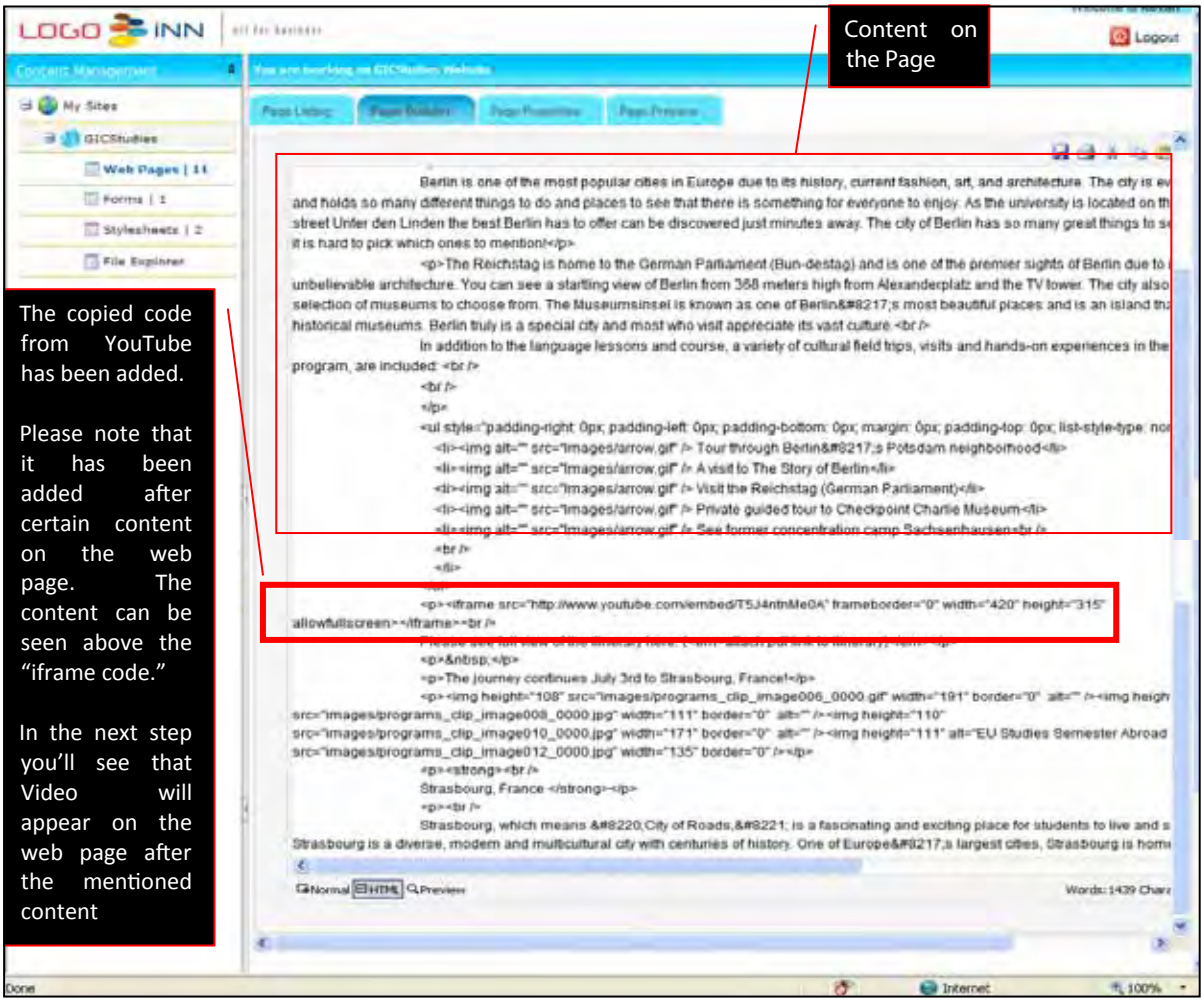
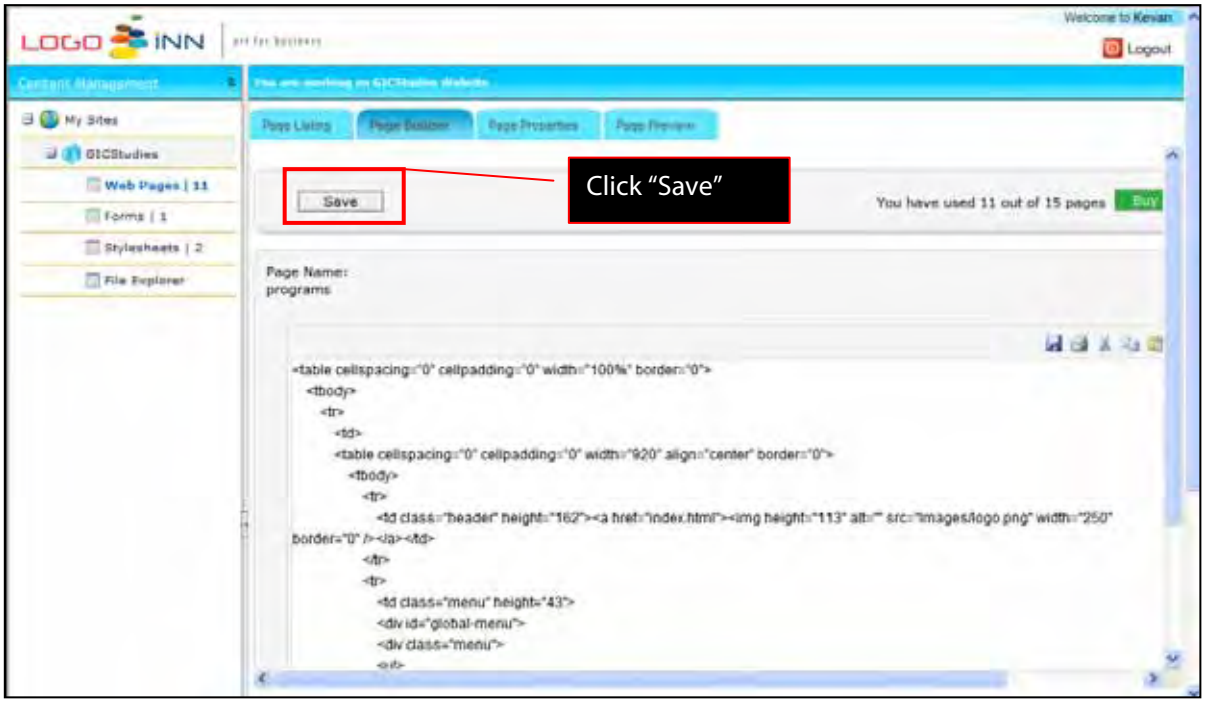
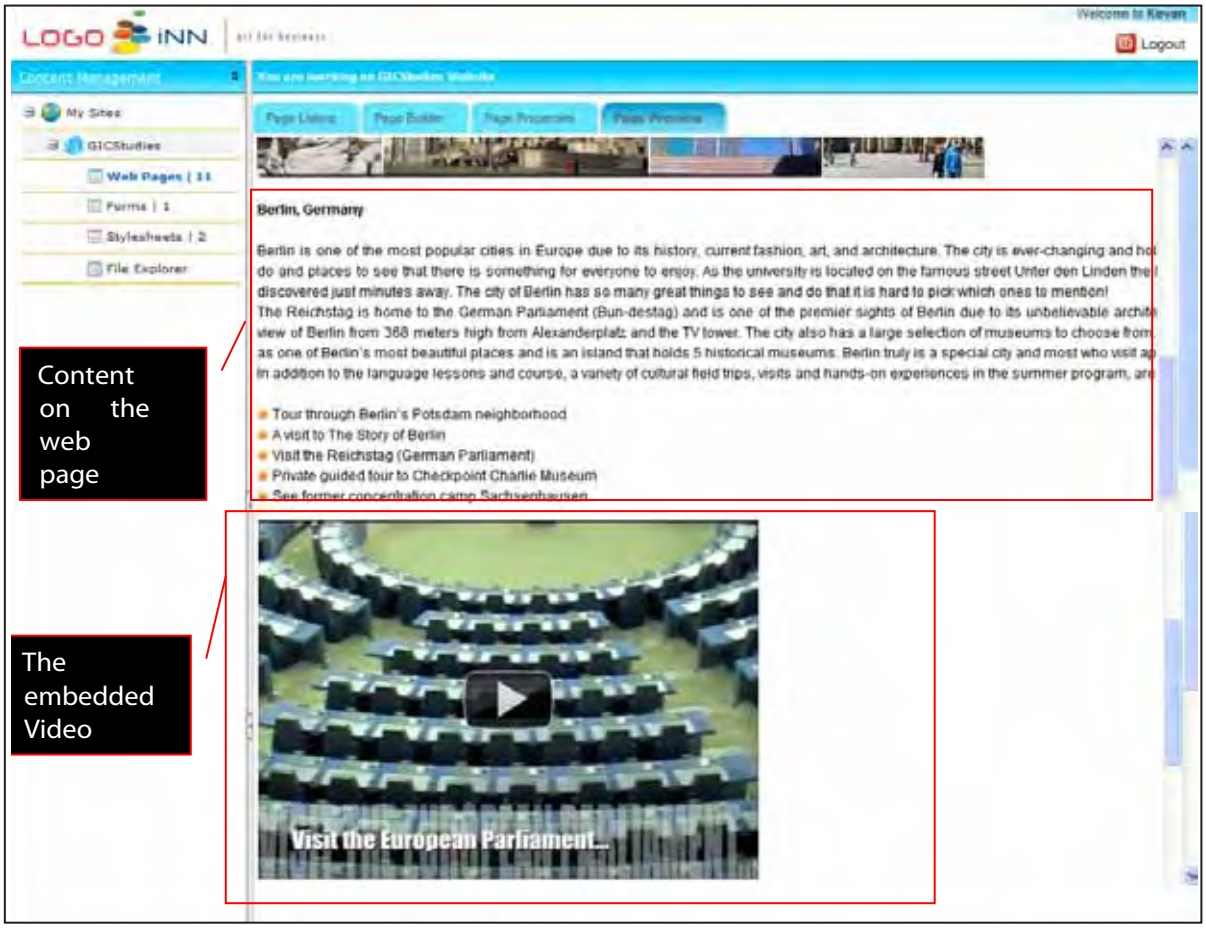
f) On the backend script, place the code that you copied from YouTube (step “c”) and paste it in the backend script at a place where you want your video to appear on the page.


Content on the Page
The copied code from YouTube has been added.
Please note that it has been added after certain content on the web page. The content can be seen above the “iframe code.”
In the next step you’ll see that Video will appear on the web page after the mentioned content

g) After adding the code, click “Save.”



h) Click “Page Preview Tab” to see the embedded video.


Content on the web page
The embedded Video
Berlin, Germany
Tour through Berlin's Potsdam neighborhood
A visit to The Story of Berlin
Visit the Reichstag (German Parliament)
Private guided tour to Checkpoint Charlie Museum
Visit the European Parliament...

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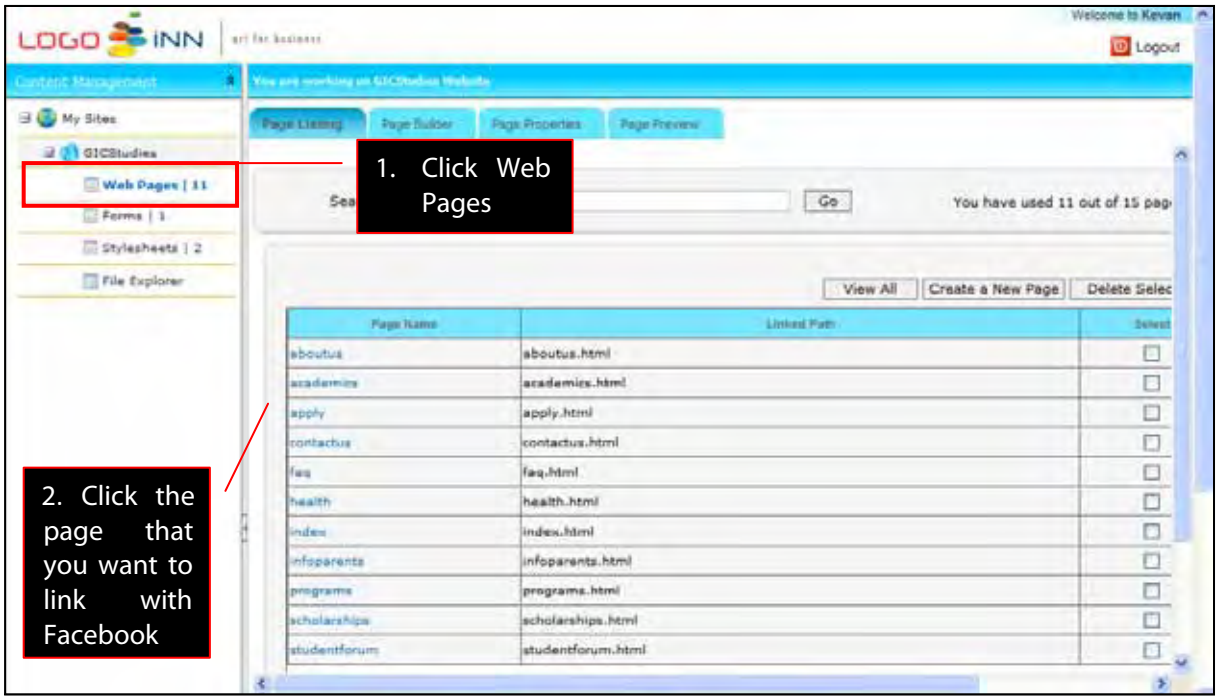
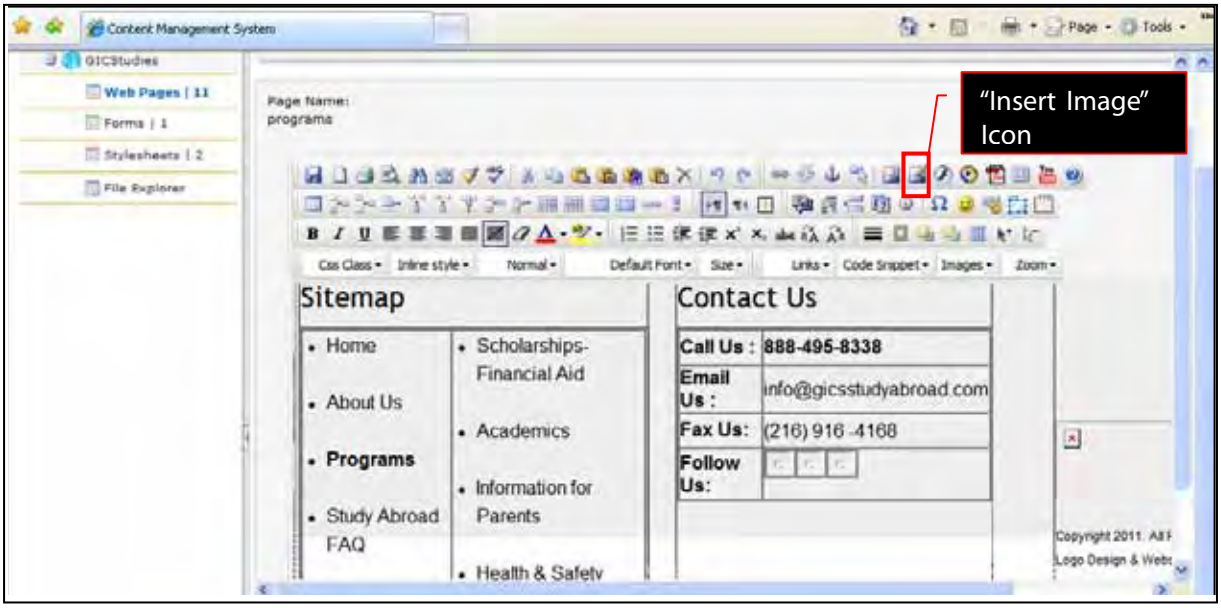
7) How to link your website to Facebook?

a) Click on the “Web Pages;” you’ll be taken to “Page Listing Tab.” Select the page that you want to link with Facebook. You’ll then be taken to the “Page Builder Tab” for the chosen page.

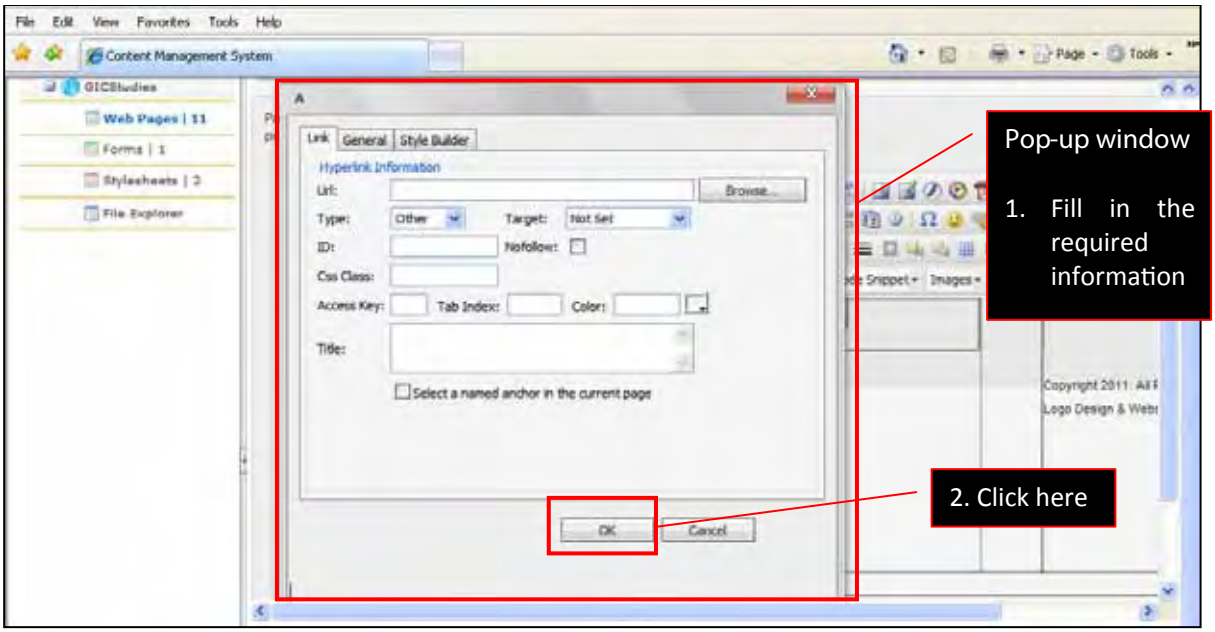


b) On the “Page Builder,” Insert Facebook icon (as explained in “How to add Image to Existing Web page” section)

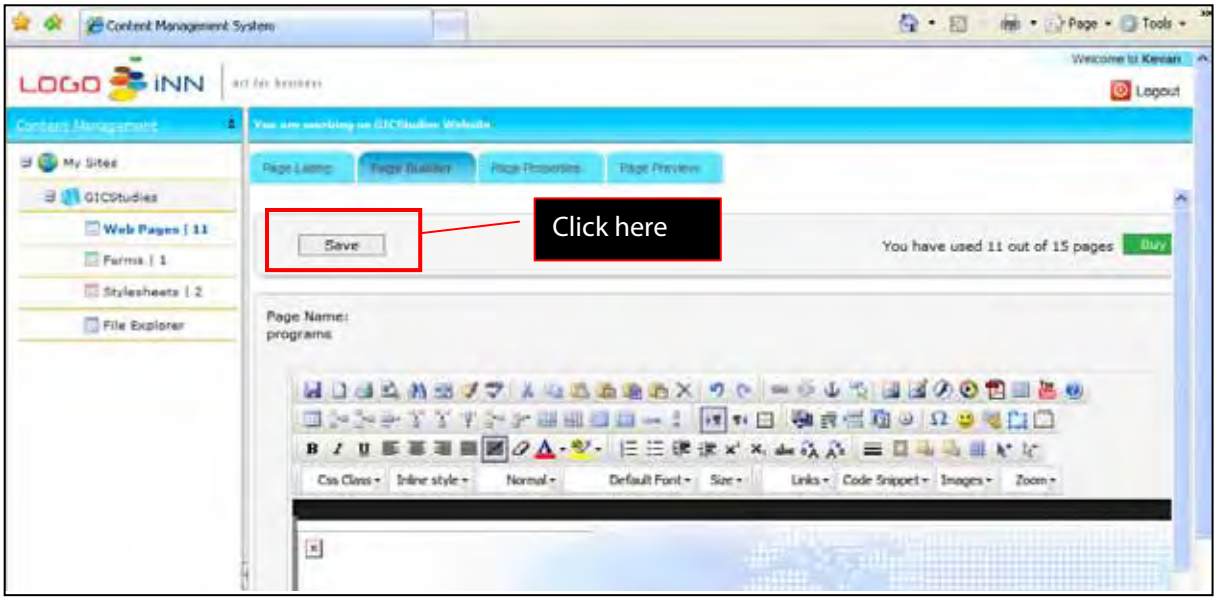


c) After the image is placed, select the image then click “Insert Hyperlink” icon present on the top of the page; a pop-up screen will appear.

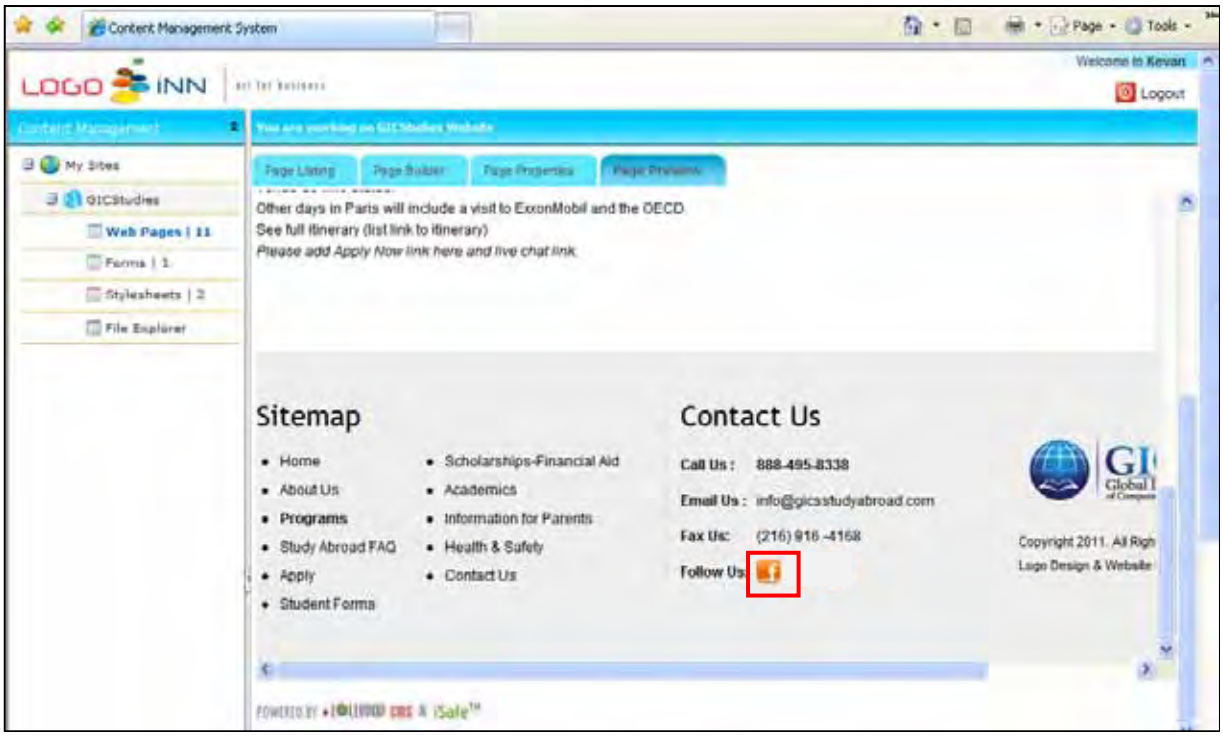
Fill in the required information; place URL of your Facebook Page in the “URL column,” and click “ok.” The pop-up window will close.



d) After the pop-up window is closed, click “Save” on Page Builder page.



e) The page will be saved. Then, click “Page Preview” to see the Facebook icon on your web page.



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